

THE FACULTY OF BUSINESS ADMINISTRATION PARTICIPANT POOL

Certain Business Administration classes have been enrolled in the Pool of Research Participants in the Faculty of Business Administration at the University of Regina.

The purpose of this memo is to explain to you the reasons:

- (1) to allow Business Administration students to participate in an application of the concepts being learned in Business Administration classes,
- (2) to allow for greater and fair access to research participants for students and faculty in the Faculty of Business Administration, and
- (3) to formalize the process by which students are recruited for participation.

In that spirit, the participant pool was approved by the University Research Ethics Board on the premises that

- (a) students would be rewarded for their involvement but not penalized for non-participation,
- (b) students would be educationally debriefed after participation, and
- (c) the department would evaluate the effectiveness of the pool.

Many business schools around Canada have some form of a participant pool. All research involving human participants conducted by students and faculty in the Faculty of Business Administration at the University of Regina has received ethics approval. Access to the participant pool also requires the approval of the faculty's participant pool coordinator.

Students are encouraged to participate in academic business research by earning research participation credits (or simply research credits). For each one hour of participation, you will earn one research credit. The maximum number of credits you can earn for any one class in the participant pool is **two (2) credits or two (2) hours** of participation. Two credits translate into **two (2) percentage points** toward your final grade. Note that this number is different than the maximum for the participant pool in psychology, so be sure to be diligent and allocate your research credits accordingly.

If you are enrolled in more than one Business Administration class that is eligible to earn research credit in association with the participant pool, you may earn two credits in each of the Business Administration classes. If you are a student in two classes that are part of the participant pool, for example, you could participate in two one-hour studies and earn the credits to be applied to one class, then you could participate in two more different one-hour studies and earn the credits for the second class. When you register to participate in a study, you will be asked to indicate to which class you wish the credit(s) from that study to be applied. Only certain Business Administration classes are associated with the participant pool and eligible for allocation of research credits. You

can check which courses are eligible through the participant pool web site's registration system.

Your participation in studies is voluntary. You need not participate in any studies if you do not wish to do so. You might think of the study credits as "bonus marks". You will not be penalized if you do not participate in any studies except that you will not earn the study credits.

The studies themselves cover a wide range of concepts related to your Business Administration classes, such as individual and team decision-making and behaviour. At the end of each study, you will get feedback about the purpose of the study.

Most researchers will ask you to read and sign (or click a box if an on-line study) a consent form at the beginning of the study. You are not required, however, to do anything you don't want to do in the studies. If you are pressured to do something you don't want to do, then contact the head of the University Research Ethics Board or the Participant Pool Coordinator.

If you are dissatisfied with some aspect of the participant pool experience, please feel free to contact the Participant Pool Coordinator. **In any e-mails to the Participant Pool Coordinator, please include your University of Regina User ID (e.g., smith23k). The coordinator's address is business.participant.pool@uregina.ca**

Our participant pool uses an Experiment Management System (EMS) to sign up for studies. Instructions for using the Experiment Management System are available in a separate document on the participant pool web site. Please note that some studies are individual appointments meaning that the researcher will be waiting for you and only you to show up. Please be considerate and call ahead of time if you are unable to attend these sessions.

The number of available studies will vary from term to term and depend on a wide range of factors. Sometimes it takes time for researchers to begin recruiting. Some studies have certain requirements such as being right-handed or having English as a first language. Don't worry. Just act quickly and sign up when the opportunity arises.

Your participation in research is very helpful to the work of the individual faculty members and students of the Faculty of Business Administration, and we believe that you can learn something about the field of business from your participation. We encourage you to participate in research.

If, for whatever reason, you are not comfortable participating in research studies but still wish to earn two bonus research credits for an eligible class in which you are enrolled, an acceptable alternative to research participation is writing a 3-4 page paper (12 font, 1 inch margins) reviewing a recently published academic business research study. You may write one such paper to earn 2 research credits toward each research credit

eligible class in which you are enrolled. The Participant Pool Coordinator will assign the studies and will evaluate the papers. The review should evaluate (not summarize) the study's purpose, theoretical foundations, methodology, results, limitations, and applied business implications. Accepted papers will count as research credit. Unacceptable papers will be returned for revision. If you elect to write the papers instead of participating in studies, you must notify the Participant Pool Coordinator by submitting a written request via email. Include within the body of your email message; your name, the course number to which you want to allocate your research credit, the corresponding course instructor's name, your student number, and your e-mail address. The Participant Pool Coordinator will contact you to make arrangements. You must make these alternative arrangements within two weeks after the beginning of classes during the term for which you are enrolled in a class registered in the pool. Papers are due two weeks before the last day of classes of that term.

Your participation is much appreciated and is a contribution to the research endeavor. Someday you may be in the position of conducting research and recruiting participants. Please do participate. Again, feel free to contact the Participant Pool Coordinator or ask your Business Administration professor if you have any questions about your participation in the participant pool.

If you have any questions about the Participant Pool, please contact the Participant Pool Coordinator. The coordinator's address is business.participant.pool@uregina.ca.