

Research Internship in Psychological Science
Technological Interventions for Ecological Systems (TIES) Lab
Undergraduate Research Assistant Syllabus
Psychology 4940

Course Details

Day of the Week: Fridays
Inclusive Dates: January 6, 2020 to April 24, 2020
Time: 2:00 to 3:30 pm
Semester: Spring 2020
Classroom: ACH1 135
Modality: Face-to-face
Textbook: None

Instructor Details

Instructor: Dr. Adela C. Timmons
Department: Psychology
Office Hours: By appointment
Office: AHC1 341
Email: atimmons@fiu.edu
Phone: (305) 348-4538

Course Description

Students enrolled in this course will obtain course credit in psychology for assisting in the Technological Interventions for Ecological Systems (TIES) Lab, a research lab for developing technology-assisted interventions for children and families exposed to adversity within the Center for Children and Families at FIU.

Minimum Qualifications for Enrollment

- Minimum cumulative undergraduate GPA of 3.5
- Enrollment for 0-3 credit hours
- 10 hours per week commitment for two consecutive semesters

Course Objectives and Outcomes

- (1) Learn about the process of conducting research
- (2) Gain hands on experience in working with data
- (3) Learn about career paths in psychology and the process of applying to graduate school

Class Policies

- **Attendance:** You are expected to be at the lab on time and stay until the end of your scheduled hours. Please note that you cannot make any changes to your lab schedule after the last day to add/drop courses as indicated on the academic calendar. You may miss 2 lab days, not to exceed 5 total hours missed without penalty. You are responsible for notifying your supervisor that you will be absent at least 48 hours in advance. Each additional day missed needs to have a documented, verifiable reason for the absence. The hours for any absence(s) over the allowed limit of 5 hours must be made up prior to the end of the semester to receive a passing grade for the course.

- **Participation:** You are expected to participate in lab meetings and complete assigned tasks in a timely manner. Failure to complete all your assigned tasks on time or not fully participate in TIES can lead you to be issued a warning and/or removed from a task. After a second warning, you will be placed on probation. Once on probation, an additional warning will result in a failing grade. Given the serious nature of working with participants in a clinic setting, the professor reserves the right to bypass the warning system and issue a failing grade for serious violations of expectations or unethical behaviors.
- **Syllabus changes:** The information on this syllabus, including the class schedule, is subject to change by the instructor. Any changes will be announced at lab meetings and emailed. Students are responsible for staying informed of these changes.
- **Contacting the instructor:** The best way to contact me is via email at: atimmons@fiu.edu.
- **Student conduct:** Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the university. All students are deemed by the university to understand that if they are found responsible for academic misconduct, they will be subject to the academic misconduct procedures and sanctions, as outlined in the Student Handbook.
- **Services for students with disabilities:** In accordance with the Americans with Disabilities Act of 1990, FIU provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive-listening devices for hearing-impaired individuals, extended time for proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through the FIU Disability Resource Center. Please note: requests for accommodations **MUST** go through this office. Please initiate the process at the beginning of the semester.

Assignments and Evaluation

Each student will contribute to ongoing research projects at TIES. This can include tasks such as data entry, phone screenings, and data collection with families. You will be assigned tasks throughout the semester based on need for the current projects in the lab. See below for a list of requirements.

- **CITI training:** All research assistants must complete the (1) RCR: Responsible Conduct of Research for Social and Behavioral Sciences, (2) HIPS: Health Information Privacy and Security and (3) Human Subjects Research Basic Refresher course. These courses can be accessed at: citiprogram.org. Email a copy of these certificate to myself atimmons@fiu.edu. and Stephanie Aristide at saristid@fiu.edu. These courses must be completed prior to participation in the lab.
- **HIPPA online training:** All research assistants must complete an online HIPPA training. Email Stephanie Aristide at saristid@fiu.edu for instructions.
- **Level II security clearance:** Email Stephanie Aristide at saristid@fiu.edu to receive instructions and begin this process. You will need to complete a series of forms and send a copy of your Panther ID. Once approved, you will be directed to complete finger printing at PC 234. Their office is open from 8:30 am to 5:00 pm and you may reach the secretary by phone at (305) 348-2500. Please note that this entire process can take up 2 months. You should therefore start early

prior to the semester you plan to enroll.

- **Lab meetings:** You are required to regularly attend and participate in our weekly lab meetings.
- **Required hours:** Complete 10 hours of weekly assigned tasks. Students will sign in and out via the TIES hours log to track days and hours worked each week. Total hourly requirements must be fulfilled by the last day of classes. Any hour deficiencies will result in a failing grade. Any hours accumulated beyond those required are encouraged, but not required.
- **Grading:** This course is pass/fail. There is no partial credit for partial completion of your lab responsibilities.

IMPORTANT DATES	
1/6/20	First day of class
Each week	Complete weekly hours and assigned tasks
Each week	Provide updates on progress
4/17/20	Last day of class