PSYCHOLOGY DEPARTMENT SUBJECT POOL GUIDELINES

Experiment participation is an **optional extra credit** activity. There is no minimum number of hours you must participate in experiments. For those of you who cannot participate (due to ill health or other limiting condition) or do not wish to participate in experiments, contact your instructor for an alternative way to earn extra credit.

- **How do I sign up for experiments?** Go to http://usc.sona-systems.com/ to sign up. Officially approved experiments are posted on this website only, and you will not receive credit for unapproved experiments. If you find that there are no experiment openings for which you are eligible and have free time, then check the site again for new listings in a day or so.

    1. Be sure to make a note of the date, time and place for the experiment. WRITE THIS INFORMATION DOWN OR PRINT OUT THE PAGE BEFORE YOU LOG OFF. You will be able to check back with the system to confirm or see when you are scheduled for appointments.

    2. Be sure you are eligible to receive credit for the experiments you sign up for. (Read the experiment description carefully and make sure (1) it is a type of experiment your instructor has approved for credit and that (2) you qualify and (3) you have not already participated in this same experiment). Some experiments may have eligibility requirements for example; native English speakers only, left handed people only. **READ THE EXPERIMENT DESCRIPTION CAREFULLY**

    3. Please be sure to schedule your studies for times when you are confident you can attend and be on time. **Important:** If you find that you cannot make the scheduled time, please make sure to go to the experiment web site and cancel your appointment so that you do not inconvenience the researcher by making them wait for you.
    a. Participants with 2 or more unexcused absences will be prohibited from further participating in the subject pool to earn extra credit. If they wish to earn extra credit, they must do the alternative research activity specified by their instructor.

If it is your first time at the http://usc.sona-systems.com/ site, you will have to register. On the USC Psychology Research Participation SIGN-UP HOME page, select **Request an account here** at the lower left hand side. On the New Account page you will be asked for information including your name, the last 6 digits of your Student I.D. number, and a university issued e-mail address (which you must enter twice). All students now receive an e-mail address when they register at USC. It is important that you use an E-mail address from USC. You will not be allowed to register under any other types of e-mail addresses, although after your account is set up you may change the email address. **If you do not know your assigned e-mail address, you should contact Information Technology Services (**http://www.usc.edu/its/**), customer support: 213-740-5555**. You should not contact the subject pool TA, the faculty supervisor or your professor with questions regarding your e-mail address. We cannot help you with those matters.

Shortly after you have registered as a participant, you will receive a password via email from the system. Do not expect the email response to be immediate. Once you receive this email, you will possess the information required to Login on the home page. The Login page will prompt you for your logon name and password. The LogIn process will direct you to the main menu.

From the main menu screen, you may access the list of currently available studies, check your credit earned and upcoming/scheduled experiments, view or update your profile, and find answers to frequently asked questions. If you wish to sign up for or browse experiments, click on the appropriate link. You will come to a page with a listing of all the approved experiments that you can participate in. There will be a brief description of the experiment, and any eligibility requirements. Studies currently available for scheduling will have "Time Slots Available" displayed in the left column. You may use boxes at the top of the page to search for studies with time slots available on a particular date. If a particular experiment interests you, click on the study name for more information, including eligibility requirements, number of credits offered, and the name of a contact person (researcher) for the study who may answer questions about the study. If you determine you are eligible for the study and wish to sign up, click on "View Time Slots for this Study". Then, you can schedule an appointment simply by clicking the appropriate button.

<u>On the main menu</u>, in addition to signing up for experiments, you may also choose to edit your personal profile. This includes adding a secondary e-mail address that may be more convenient for you to access than your USC email address. Or you may want to change your password to something that is more convenient for you to remember.

By choosing the "My Schedule and Credits" option from the main menu or the top toolbar, you can view or cancel upcoming appointments. You can also view your total received credits, and reassign your credits to your courses.

<u>You must make your course selection and assign your credits to the appropriate courses</u>. In order to receive credit you must indicate the courses in which you are enrolled that are offering credit for participation in research. And you must assign your credits, once earned, to those courses. If you do not, you may not get credit for your participation. If you are in only one class that uses the subject pool, you still need to assign your credits to that class. And, if you are in more than one class, you need to allocate your credit to your various classes by the last day of classes (not the final exam date!).

- **Under what circumstances can I get a Penalty**? For each penalty, the equivalent of 1 hour of credit will be deducted from your total bonus points. You can compensate for a penalty by earning additional bonus point credits. The following infractions will result in one penalty for each hour of occurrence:
  1) Signing up for a study for which you are not eligible.
  2) Signing up for the same study for multiple different times (except for multiple-session experiments).
  3) Signing up for a study in which you have already participated.

- **What is the Record Card**? Take this card with you to all experiments you take part in and make sure the experimenter signs a separate line on the record for each hour of credit you are to receive; (i.e., an experimenter's signature on a line designates only one hour's credit, irrespective of what is written elsewhere on the card). This card is your record of your participation.

- **How do I get experiment points in class?** You will receive .5 credit points for every half hour of participation. Thus, if you are in a study that takes 30 minutes or less, you will receive .5 credits and if the study takes between 31 and 60 minutes you will receive 1 credit. However, for laboratory studies where you must come to the study in person, you will receive a minimum of 1 credit. The Experiment Management System will keep a record of all experimental credit and updates should be made fairly quickly. If there seems to be a discrepancy, check back after a few days. Log in to the Experiment Management System regularly to verify your credits. If it is still not clear how many hours you have participated, email the subject pool TA (don't ask your instructor).

- **What happens if the experimenter fails to show up**? Wait at least 10 minutes past the appointment time at the experiment location. Then go and check the web site to make sure you are at the right place at the right time. If you were at the correct location at the appropriate appointment date and time, go to the **main Psychology Office, SGM, Fifth Floor**. The secretary will have a half page **green form** for you to fill out that will ensure that you get credit for the experiment. Complete all the required information on this green Experimenter No-show form and immediately contact the Subject Pool TA (Tana Luo) via email at <tanaluo@usc.edu> to inform her of the problem, then submit the green form to the Subject Pool TA's mailbox in SGM 501 within one week of the incident. The Subject Pool TA, upon verification of the circumstances, will sign your record to give you credit for the experimenter no-shows. Requests for experimenter no-show credit submitted beyond one week from the incident will not be honored. The maximum credit allowed for such experimenter no-shows is one hour per session missed irrespective of the session's scheduled duration.

- **Who runs the subject pool?** The subject pool is carried out under the supervision of **Dr. Stephen Read**. Dr. Read is in charge of approving experiments that use the subject pool and of the overall operation of the subject pool. If you have any complaints that cannot be answered by the subject pool TA, see Dr. Read during posted office hours. **The subject pool TA, Tana Luo <tanaluo@usc.edu>**, is your liaison to assist you regarding problems you may encounter in experiment sign-ups, problems with improperly assigned credits for your participation, and, at the end of the academic semester, to assure that the credits you expect to be applied

to your grade are reported to the appropriate class instructors. If you experience any problems, contact Tana at <tanaluo@usc.edu>.

- You can begin signing up for experiments immediately (and experimenters may start running studies, Monday August 26). <u>You will need to **register** for the Experiment Management System before you can begin scheduling appointments for experiments</u>. The last day that any student can participate in a study for experimental credit is **12/03/2013**, **5:00pm**. Preliminary reports of credit earned will be sent to professors by **12/06/2013.** The final credit reports will be issued to instructors on **12/10/2013 9pm.**

Important Reminders about Your Rights as a Participant in Psychology Studies

Informed Consent. When you participate in a research study, the researchers should describe what you would be doing during the course of the study.   As part of this, you will generally be provided with a written information sheet and sometimes a form (a "Statement of Informed Consent") that you will read and sign that describes what you will be doing during the study and alerting you to any discomfort that you might experience as a subject in the study.

Your Participation is <u>always</u> voluntary. You should always remember that you could quit a psychology study at any time, <u>with no negative consequences</u>. If you are feeling physical discomfort or emotional upset from the study, you should not feel compelled to continue. Just inform the research assistant that you want to discontinue the study, and you will be able to do so immediately.

Research is Educational. After you have completed your study, the researcher should always provide you with more information about the purpose of the study and you should have the chance to ask the researcher questions about the study and the purpose of the activities that you did during the study.

Contact Us if You Have Negative Experiences in a Study.   We want your experience as a participant in research studies to be safe and rewarding. If you have any experiences that you find troubling or confusing while being a research subject, we want to hear from you. The USC Institutional Review Board exists to protect research participants and you may contact them if you have negative experiences in a research study (contact Kristin Craun - kristija@usc.edu with your concerns.) You may also contact the professor who is running the study if you are interested in learning more about the study or to relay anything about the study that you found upsetting. You may also contact Dr. Read (coordinator of the psychology department subject pool) or Dr. Farver (chair of the psychology department) to raise concerns. Do not feel hesitant about alerting us to problems! The sooner a problem with a study is identified, the sooner it can be resolved.

Experiment Record Sheet.

NOTE: THIS IS NOT YOUR OFFICAL RECORD FOR CREDIT. IF YOU ARE NOT ASSIGNED CREDIT FOR AN EXPERIMENT, BRING THIS RECORD TO THE SUBJECT POOL TA AND SHE WILL RESOLVE THE PROBLEM.

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