Psychology 1001 Student Information Packet for the Experimental Participation Option and the Term Paper Option

Introduction to the Two Options
It is expected that these two options will require an approximately equal amount of work by the student. The required amount of time is 6 hours/12 experimental credits.

The Term Paper Option
If you select the paper option, you will read psychology articles from a bibliography furnished by the course instructor, and then you will write critical reviews of the material. If you complete some of the required papers but have not earned your total required credits for the paper option, you may switch to the experiment option and retain the credits that you earned in the paper option. The rationale for the paper option is that it offers a learning experience by going beyond mere reading of a textbook.

The Experiment Option
If you select the experiment option, you will participate in laboratory experiments conducted by faculty members or by students under faculty supervision. Most students choose to complete this option. If, after participating in experiments, you find that you would prefer not to complete this option, you may switch at any time to the paper option and retain the credits that you earned in the experiment option.

There are two rationales for providing the experiment option:
1. Participation in research contributes to scientific advances in psychology; participation in training contributes to the educational process. Although the student participant may not benefit directly from such research and training, your participation does enable the collection of data that may eventually benefit humanity in general, or enables training that will benefit student trainees.
2. Participation enables students to see science in action, instead of just reading about it in textbooks. After each experiment, you will be given a feedback sheet that explains the purpose and method of the research or training. Therefore it is hoped that your participation will be a “hands on” learning experience for you.

Notice to Psych. 1001 Students Who are Legally Minors (age less than 18)
Federal and University regulations require us to treat minors as members of a vulnerable group, who would each have to have written parental consent, separately for each experiment, before they were allowed to participate. This would be a cumbersome, impractical procedure. Therefore the Department does not allow the experimental participation option for any student who is under the age of 18. Instead you should do the research paper option. Your Psych. 1001 instructor will explain this option to all students who elect it (whether they are minors or not). Of course, if your 18th birthday occurs during the semester when you are enrolled in Psych. 1001, you are free from that date on to change your choice, if you wish, from the paper option to the experiments option.

Ethical Principles for Protecting Human Research Subjects
Every person has the right to determine what will happen to him or her, what activities he or she will engage in, and what risks he or she will take. Consequently, research and training with human subjects cannot be conducted without the person's voluntary consent and the person has the right to withdraw consent and discontinue participating at any time.

Any research at CU involving more than minimal risk to the subject is first evaluated and approved by the Institutional Review Board (IRB), which is the independent ethics committee at CU. Examples might be questionnaires that ask sensitive personal questions, or studies that employ deception. Each study must give the subject a written consent form containing sufficient information so that the person's decision whether or not to participate will be an informed decision. The person may, without penalty, decline to participate by not signing the consent form. Also, if a subject chooses at any time not to participate in an experiment, no penalty will be incurred and they will receive credit for their participation up to that point.
**Getting an Account**
Scheduling for the Experiment Option is done on the Sona System. If you are enrolled in PSYC 1001, during your first class you will receive an email in your CU email account with the heading “Psychology 1001 Subject Pool” that will contain your login information for Sona. *If you do not receive this email, contact Alicia Segal (hrcoord@colorado.edu)* so she can set up your account (you cannot set up an account for yourself). Please be sure to include your instructor’s name in your email to Alicia so that your class section will be noted on your account.

**For the Paper Option:**
Due to your Instructor by **12/15/17**: Extra credit for class if completed by **10/27/17**
Your instructor will provide details about what is required for the paper option in your class. If you choose the paper option, you will NOT need to log onto or use the Sona system in any way. If you’re sure you want to do the paper option, you can disregard any emails you get with information about logging onto the Sona system. If you have any general questions about the paper option, it is best to direct all questions to your instructor or TA.

**For the Experiment Option:**
Part I: Prescreening Period -- available from **8/30/17 to 9/5/17 ONLY**
The voluntary prescreening survey includes questions about your opinions and behaviors that some researchers require to determine if you are eligible for their experiments. Researchers may also combine your prescreen data with the data they collect during their experiments. All prescreen data will be kept confidential. Participating in prescreening will allow you a greater flexibility in the number (and times available) of experiments in which you can participate. The prescreen is administered online and will take about an hour to complete, but note that you have to completely finish the survey in one sitting in order for your responses to be recorded. If you are unable to finish the prescreen for any reason, your responses will be deleted and you must completely start over. *You should also note that the prescreen is only available the first time you log in during the time period of 8/30/17 to 9/5/17.* That is, you will only be asked once during this time period whether or not you would like to fill out the prescreen. If you decline, you will not get another opportunity.

Part II: Experiment Period -- **9/11/17 to 12/15/17**: Extra credit for class if completed by **10/27/17**
The experiment requirement is 6 hours or 12 credits. Experiments will vary in length but the typical duration is between 1 and 2 hours, thus, you will need to do multiple experiments to meet the requirement. There are typically more experiments available earlier in the semester than later, so do not wait until the end of the semester to do your experiments. Although the deadline for participation is **12/15/17** there is no guarantee that there will be experiments offered around that time.

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<tr>
<th>Experiment Credit</th>
<th>Typical Duration</th>
<th>Credit for Experimenter no-show</th>
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<tbody>
<tr>
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<td>2</td>
<td>60</td>
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**Important Policies and Notes:**
- **Location:** Almost all experiments take place in Muenzinger unless stated otherwise. Many experiments will take place on the 0 or 00 levels of Muenzinger, one or two floors below street level, respectively.
- **Late or No-Show:** If you are more than 10 minutes late to an experiment, the experimenter does not have to let you in – most experiments take the entire time that they are scheduled, thus you cannot start late and finish in time. If you are more than 10 minutes late or fail to show up altogether, you will not be given credit for the experiment, and instead will be marked as an “unexcused no-show.” *IMPORTANT*: After 2 unexcused no-shows, you will no longer be able to sign up for new experiments on the Sona system and will have to finish your credit requirement by completing your remaining credits using the paper option. (You will still be able to participate in the experiments you already signed up for, but cannot sign up for new ones.) If an experimenter fails to show up without canceling the experiment the day before, or is more than 10 minutes late, you receive the number of credits listed above, depending on the length of the scheduled experiment.
- **Yellow Card:** When you participate in an experiment, you will receive a YELLOW PARTICIPATION CARD before you leave. Save these cards as they are the receipts showing that you have participated in an experiment. You don’t need to do anything with them other than to save them, since they are only used if there is a discrepancy in your credits. *If any record-keeping errors occur, the yellow cards will verify that you’ve received your credits.*
- For detailed instructions on how to use the website to accomplish tasks like canceling an experiment or figuring out if you have met your requirement, see “Instructions for Sona Systems” on the next page.
Instructions for Sona Systems Website

Information for Students Doing the Experiment Option

Getting an Account
All students enrolled in PSYC 1001 will automatically receive an account on Sona. You will receive an email in your CU email account with the subject line “PSYC 1001 Subject Pool” during the first week of classes. This email will contain login instructions for the system. You will be assigned a default password, which you can change after your first login. If you do not receive an email with your account information, email Alicia Segal (hrcoord@colorado.edu) and she will set up an account for you (be sure to include instructor’s name).

Logging In
Once you have your login information, go to https://ucboulder.sona-systems.com and enter your user ID and password to login. When you are finished, choose Log Out on the right side of the top toolbar. For security purposes, it is important to log out so no one else has access to your account.

Changing Your Password and Other Information
If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes.

Retrieving a Lost Password
If you have forgotten or do not have your password, then you may choose to have your password emailed to you. You will see an option on the front login page. Your password will be emailed after you submit the form, and should arrive in your CU email box momentarily.

Preparing for Experiment Participation

Online Prescreen: available 8/30/17 through 9/5/17 ONLY
You will be asked to take an online prescreen survey when you log into the system from 8/30/17 through 9/5/17. Taking the prescreen is voluntary. However, the advantage of completing the survey is greater flexibility in the number (and times available) of experiments in which you can participate. You should note that the prescreen is only available the first time you log in during the above mentioned time period. That is, you will only be asked once during this time period whether or not you would like to fill out the prescreen. If you decline, you will not get another opportunity.

The prescreen will take about an hour to complete. All questions are multiple-choice so it should be rather easy to complete. You can take the prescreen any time between 8/30/17 and 9/5/17. Please note that you must take the entire prescreen in one sitting. If you are unable to finish the prescreen for any reason, all of your responses will be deleted and you must completely start over. Also note that the system will time out after 20 minutes of inactivity and you will have to start over, so be sure to take the test at a time when you’ll have minimal interruptions.

Experiments: available 9/11/17 thru 12/15/17; extra credit if completed by 10/27/17
To view a list of experiments, click on Studies from the top toolbar or Study Sign-Up in the middle of the page (they both get you to the same place). Experiments that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the experiment.

Experiment Restrictions: If an experiment has restrictions on who can participate, this will be indicated in the column to the right of the experiment name.

One type of restriction is a Subject Restriction. An example of a Subject Restriction is “Left-handed people only.” If you sign up for the experiment and you do not meet the restrictions, you will not receive credit for the experiment.

Another type of restriction is a Sign-up Restriction that is based on other experiments you have already done or for which you have already signed up. If an experiment has Sign-up Restrictions, you will need to click on the experiment name to access detailed information about these restrictions. In some cases, you will be eligible only if you have completed another experiment(s). In other cases, you will be eligible only if you have NOT completed another experiment(s). In either case, once you click on the experiment name, you will see whether or not you are eligible: “OK” indicates you qualify while “False – sign up prohibited” indicates you do not.
Signing Up For Experiments
Different experiments will have different deadlines for signing up. The system will not show a Sign Up button for timeslots if it is too late to sign up.

Once you have determined that you meet all the requirements, click on View Timeslots for This Experiment and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up. You will see information displayed confirming the time and location of the experiment in which you plan to participate. You will receive an email confirmation as well.

Some experiments may be administered online. If so, you will fill out an online questionnaire/survey at whatever computer you are using immediately after signing up for the experiment. Please note that, as in the prescreen, you have to completely finish the online survey in one sitting in order for your responses to be recorded. If you are unable to finish the online survey for any reason, your responses will be deleted and you must completely start over.

For all other experiments, you will use the Sona system to sign-up for a timeslot only and then you will be expected to be at the designated experiment room at the time for which you signed up.

Extra Credit and 2-Part Experiments: On a rare occasion, 2-part studies may require a long time period (more than a month) between the first and second sessions, you may be able to apply the credit for part 2 to your extra credit total (applied only if your other credits earned before the deadline, plus the credits for part 2, total 12 credits). You will see information about this noted on the study information page (on the Sona system) of any 2-part studies that this applies to. PLEASE NOTE: If this is NOT noted on the study information page of a 2-part study, part 2 will NOT apply towards extra credit.

Canceling a Sign-Up
Canceling by Student:
If you need to cancel your sign-up, you can do so on the Sona system by 11pm the night before the experiment is scheduled to take place. If you do not cancel your experiment and do not show up, you will receive an “unexcused no-show” mark for that experiment. *IMPORTANT*: After 2 unexcused no-shows, you will no longer be able to sign up for new experiments on the Sona system and will have to finish your credit requirement by completing your remaining credits using the paper option. (You will still be able to participate in the experiments you already signed up for, but cannot sign up for new ones.)

To cancel an experiment on the Sona system, choose “My Schedule and Credits” from the top toolbar. You will see a list of all the experiments for which you have signed up as well as those you have completed. Experiments which you have signed up for will have a "Cancel" button next to them. Once you click "Cancel" to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other experiments for which you have signed up, due to sign-up restrictions. If the cancellation will affect your ability to participate in another experiment for which you have signed up, it is your responsibility to deal with this issue (usually by canceling the depending experiment as well).

Cancellation by Experimenter: Experimenters can cancel a session if they do so before the 11 p.m. deadline. If an experiment is cancelled, the experimenter will notify you by email. Therefore, it is important that you check your CU email the morning of the day in which you are scheduled to participate in an experiment. If an experimenter fails to show up without canceling the experiment the day before, or is more than 10 minutes late, you receive the number of credits listed above (on the chart on page 1 of this packet) depending on the length of the scheduled experiment.

Tracking Your Progress
You may view your experiment record at any time by choosing “My Schedule & Credits” from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Below that are listed experiments for which you have signed up or you have completed. For completed experiments, your credit status will be given (e.g., credit granted, no action taken yet).

Information For Students Choosing the Paper Option
Papers are due to your instructor by 12/15/17; Extra credit in class if completed by 10/27/17. Your instructor will provide details about what is required for the paper option in your class.

If you choose to do only the paper option, you will NOT need to log onto or use the Sona system in any way. If you’re sure you want to do only the paper option, you can disregard any emails you get with information about logging onto the Sona system. If you have any general questions about the paper option, it is best to direct all questions to your instructor or TA.