

Student Guidelines for the Introductory Psychology Subject Pool Winter 2009

Psychology Student Academic Affairs Office

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Website for Student Log-in: <https://umichpsych.sona-systems.com>

**IF YOU HAVE QUESTIONS, OR EXPERIENCE ANY PROBLEMS WITH AN
EXPERIMENT OR EXPERIMENTER, PLEASE CONTACT THE
PSYCHOLOGY STUDENT ACADEMIC AFFAIRS OFFICE.
DO NOT ASK YOUR INSTRUCTOR.**

Overview

Much of what you will be learning in Introductory Psychology will be through your formal course work this term, but there is also the opportunity for you to take a more active role in this process by participating in ongoing psychological research. Therefore, as part of your requirements for Psych 114, there is the expectation that you will participate for 4 hours of experiments as a subject in the Introductory Psychology Subject Pool.

The experiments you will participate in are designed and run by psychology faculty, graduate students, and senior honors students. The data collected is used in journal articles, doctoral dissertations, or senior honors theses. (No identifying information about you will ever be used in connection with your experiment results.) Besides increasing your understanding of psychology, your participation in these experiments helps provide new information and insights about psychology.

If you prefer not to take advantage of this experiential learning opportunity, you may choose to complete Alternative Written Assignments. However, if you do not complete either the 4 hours of experiments or the alternative written assignments (these papers are graded Pass/Fail), you will receive an incomplete for the course.

If you choose to complete the Alternative Written Assignments, go to the following site for directions and click on "Subject Pool Alternative Written Assignments":

<http://www.lsa.umich.edu/psych/undergrad/research/>

Or you can pick up hard copy of the directions in the Psychology Student Academic Affairs Office. Please know that you may only submit the assignments electronically through email to subject.pool@umich.edu. Then we will send you an email as a receipt indicating that we have received your papers and your requirement has been completed. You **MUST** keep this receipt until you receive your final grade for this course and verify it on Wolverine Access.

You can satisfy the Introductory Psychology Subject Pool course requirement by participating only in Subject Pool experiments (and the Alternative Written Assignments). There are many research projects on campus needing subjects, and there are also paid subject pools, but we do not accept your participation in those experiments toward the requirement.

The Experiments

All the experiments are reviewed and approved by the University of Michigan Behavioral Sciences Institutional Review Board. If you would like more information about this committee, you can call 647-3648.

In some psychological studies, participants only learn about the actual nature and purpose of the experiment at the end of the study. In these cases, participants may be given false information so as to prevent knowledge of the true purpose of the study. This is deemed necessary when full knowledge of the study might influence the individual's responses and consequently, make the findings invalid. In all cases, participants are fully debriefed at the end of the experimental session, including information on the purpose of the study, the expectations of the experimenter, and why it was considered necessary to not provide the full truth from the beginning. Deception studies of this sort are absolutely critical to the study of psychology so that we can learn how people think, feel, and act naturally without any undue biases affecting the data we collect. **If you want to make sure that you do not participate in a deception experiment, please be sure to check the appropriate box on your online "Prescreen Survey."**

Procedures

Enrollment

You will enroll in the pool by completing a "Prescreen Survey" at the Subject Pool Website which will fulfill one hour of the 4 required. Your password to get into the site will be emailed to you on January 8th. You will not have access to the site until you receive your password. **We ask that you register online and complete your "Prescreen Survey" by January 13th. If the "Prescreen Survey" is not completed during the term, you will have to do 4 Alternative Written Assignments.**

You will answer a question asking if you want to participate in the Subject Pool. If you do not want to participate in the Subject Pool for any reason, you must answer this question "no." You will then be required to turn in 3 Alternative Written Assignments.

You will also provide your name, 8-digit university ID number, username, local phone number, gender, class and discussion section number. You are responsible for telling us if your phone number changes during the term.

If you don't want to participate in the Subject Pool, and so indicate on the Pretest, you will be responsible for obtaining the directions for the Alternate Written Assignment (see previous page).

If you are not yet 18 years old, you are required to come to the Psychology Student Academic Affairs Office for a permission form for your parent or legal guardian to sign. You will not have access to sign up for studies until we have your parent or legal guardian's signature! Once we have your permission form, you may sign up for studies that do not have an age restriction. You may not sign up for studies that state that you must be 18 or older in the "Eligibility Requirements" field. If you don't turn in a signed permission form and you turn 18 during the term, please email subject.pool@umich.edu on or after your birthday to be granted access to the system again.

How to Get Into Experiments

Go to the Subject Pool website (<https://umichpsych.sona-systems.com>) and log in using the password emailed to you on January 8th. Complete the “Prescreen Survey” survey, then sign yourself up for timeslots listed on the site (starting January 14th).

You may complete each experiment only once. Some may be two part experiments, you will have to sign up for both parts at the same time.

You may sign up for a timeslot up to 3 hours before it starts.

You must be on time for experiments, or they may start without you. If that happens, or if you miss an appointment entirely, you’ll be counted as a **no-show with penalty**.

Experiments begin on the hour or half-hour only (not Michigan time). Experiment sessions are anywhere from .5 to 3.0 hours long (in 1/2-hour increments). Some of the longer experiments may consist of more than one part. If you are in a multiple part experiment, you should be given credit for the work completed at the end of each timeslot.

You may remove your name from an experiment on the web up to 3 hours before the experiment. After that, you may contact the experimenter prior to the experiment to opt out of the experiment due to illness or emergency. To make sure there’s a record, send an e-mail to the experimenter with a carbon-copy to Subject.Pool@umich.edu (be sure to include the study number). An e-mail only to the subject pool is not sufficient notice.

If you don’t show up for an experiment:

If you No-Show an experiment in which you’ve agreed to participate you must participate in an additional hour of experiments, regardless of the length of the missed experiment. If you no-show 1 experiment, your total requirement will be 5 hours instead of 4; if you no-show 2 experiments, the total requirement will be 6 hours, etc.

Other Rules

Experiments must take place in a University classroom, office, or laboratory building.

If at any time during the experiment session you become uncomfortable with the topic, methods, etc., you may stop participating in the experiment. You can either leave, or, if you’re in a group, you can wait until everyone is done with the session. You must tell the experimenter that you’re leaving and you must come to the Psychology Student Academic Affairs Office and fill out a form so we can make sure you get credit.

Only the Psychology Student Academic Affairs Office can give you credit for an experiment for anything other than finishing the experiment.

If anyone associated with an experiment behaves inappropriately (e.g., asks you for a date, requests that you participate beyond the scheduled time, etc.), please contact the Psychology Student Academic Affairs Office immediately.

Experimenters can only call you between 9 a.m. and 10 p.m. Experiments can start at 8 a.m. and must end by 9 p.m. Please let the office know if you’re called outside those hours or if you’re in an experiment that runs later than 9 p.m. Do not sign up for timeslots outside the 8 a.m. – 9 p.m. time frame, also do not sign up for timeslots that claim to start not on the hour or ½ hour.

Other Rules (cont.)

If the experimenter doesn't show up (please wait 15 minutes), you will get credit for the experiment session **ONLY IF** you report it to the Psychology Student Academic Affairs Office in person after waiting 15 minutes. If the office is closed (after 5:00 p.m. or on the weekend), email subject.pool@umich.edu as soon as possible and explain the situation (be sure to include the time, date, and experiment number).

At the beginning of each experiment you will receive a copy of the consent form you signed. At the end of every experiment you will receive a Debriefing form. Keep all of these forms for the length of the term until you see online that you have completed your Subject Pool requirement.

Don't go to experiments during your class time; experiments are not an excuse for missing class.

You cannot be a Researcher for the subject pool while enrolled in Psych 111 or Psych 114.

Receiving Credit

You receive credit for each study in which you participate on-line through the Subject Pool website. The credit should appear within 24 hours of the completion of the study. We recommend that you check your amount of credits regularly throughout the term. At the end of the term, once you've completed your hours, print out the page from the website that indicates you have fulfilled the requirement and keep it for your records until you see your grade posted on Wolverine Access. You may also email subject.pool@umich.edu with any questions.

FAQ's

How many online studies can I participate in?

You can complete and/or be signed up for up to 2 hours of online studies (not including the Prescreen Survey you completed when you logged in the system the first time).

It's the first (second, third) week of class, how come I don't see any timeslots posted?

Sometimes it takes the researchers a couple of weeks to get enough timeslots up online. Be patient! More timeslots are added every day. Just keep checking.

When I tried to login to the system, it wouldn't let me. What should I do?

Are you using the login and password that you were sent on the 8th of January? If not, go to the site and click on "Lost my password, click here" and your login information will be sent to you.

Or, if you are under 18 and haven't turned in a permission form, then you will be "locked" out of the system until you turn 18 or we receive your permission form.

I just turned 18 and still can't get in the system.

Email subject.pool@umich.edu and let the Subject Pool Coordinator know that you are now 18. Your "lock-out" will be changed and you will be able to access the system.

Important Dates

January 8 - 13	Register for Subject Pool by completing the "Prescreen Survey"
January 14	First day to sign-up for experiments on the web
January 16	First day to participate in experiments
February 21-	
March 1	Winter Break – No experiments run, no credit given
April 14	Last Day to do experiments
April 21	Last day of classes, Alternative Written Assignments due