

Updated February 2010

The Psychology Senior Capstone Experience (SCE) Guide: Part 2

Included in this part of the Psychology SCE Guide are the guidelines and regulations for research in the psychology department at Washington College:

Before beginning research it is important to take the time to read the APA's Ethical Principles for Psychologists and Code of Conduct (2002). This information can be found here:

<http://www.apa.org/ethics/code2002.pdf>

Please pay special attention to **Part 8: Research and Publication**, which will provide specific information regarding the ethics and principles relating to doing research.

If you are working with an **animal sample** you will use the forms for the Institutional Animal Care and Use Committee (IACUC) and you can find the necessary information and forms here:

<http://academics.washcoll.edu/policyforresearch.php#animal>

Before submitting the IACUC your advisor must first approve the form. The study **cannot** be conducted in the absence of the approved IACUC. Following approval you will work closely with your advisor in order to learn how to reserve laboratory space and use equipment properly. The majority of this packet includes information for study with a human sample, so please review the packet for general information, but contact your advisor for more specific guidelines for research with animal samples.

If you are working with a **human sample** you will use the forms for the Review Board for Research on Human Subjects (IRB) and you can find the necessary information and forms here:

<http://academics.washcoll.edu/policyforresearch.php#human>

Information regarding room reservations, sign-up sheets, experimental credits and other procedures can be found inside this packet.

Should you have any questions regarding Washington College's guidelines for research in the psychology department please contact your SCE advisor or the Psychology Department Chairperson.

Rules and Regulations for Experimenters using the General Psychology Participant Pool

Obtaining an Experiment Number

Before you may employ any participants, you must first have obtained approval from the Institutional Review Board (IRB).

You must obtain your advisor's approval and signature before submitting the forms to the IRB.

Once you have obtained IRB approval you must present the IRB approval letter to Dr. George Spilich (Fall) or Dr. Kevin McKillop (Spring). Tell him the number of participants you expect. You will be given:

- One set of experimental credit receipts
 - One set of negative credit slips
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Reserving Rooms for Experiments

It is your responsibility to reserve a room where you will run your experiment:

- If your experiment is to be run in one of the psychology laboratories you must obtain permission from the faculty member who supervises the laboratory.
 - You can also visit or email Bari Lynne Kersey at **bkersey2** with requests for the use of NG13 and NG14.
 - If you are using a room anywhere else on campus, you must reserve the room through the office of the registrar. If you require assistance ask your thesis advisor. It is suggested that you obtain written confirmation that the reservation has been made and retain this for your records in case there is a dispute regarding your authorization to use the room.
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Posting Experimental Sign-up Sheet

Students can volunteer to participate in your project by signing up outside of NG14. A sample sign up sheet is included as the last page of this packet. Prior to posting your sign up sheet it must be approved by your advisor. Each sign-up sheet must have the following information (see example on last page):

- ✓ Experiment Number (assigned by the IRB)
- ✓ Experiment Title
- ✓ Experimenter's Name
- ✓ Phone and e-mail address where experimenter can be reached
- ✓ Advisor name and e-mail address
- ✓ A brief description of the experiment (i.e. what the subjects will be required to do – complete some surveys, complete a computerized test, interview with a group of students) and how much time will be required.
- ✓ A brief description of the requirements for participation (e.g., only women, only right handed non-smokers, only individuals with a diagnosed learning disability) or the characteristics that exclude someone from participating (e.g., no smokers,

- no women currently using a contraceptive medication, individuals taking prescription drugs).
- ✓ The date(s), time(s) and location(s) where the subject should report for the experiment.
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Completing and Distributing Experimental Credit Receipts

General Psychology students will be told that it is their responsibility to contact the experimenter via e-mail or phone if they must cancel their reservation. If they do not appear for your experiment at the agreed-upon time and place, and they have not contacted you to reschedule, you **MUST** give them negative credit.

- An example of a **positive** credit is included on the next page. Remember to fill in the Title of Experiment, Experiment Number, Experimenter's Signature, credits number, and date. The participant should be able to fill in the participant, ID#, section #, and Participant's Signature. Remind them to fill in all of the spaces (**especially their participant ID number and the section number**)
- If you are giving a **negative credit** then fill out the slip as you would a normal slip including the participant ID# in the space provided. There will be blanks left in the participant, section #, and participant's signature. Hand in the whole slip to the box. **DO NOT RIP OFF THE STUDENT RECORD SIDE!!** Make sure that you include a negative sign before the number and you circle it (see the sample on next page).
- If you are conducting an experiment worth **more than one credit** then follow the instructions in step one but put the number of credits in the credit line. Please circle the number or else person will receive one credit.

It is the **participant's responsibility** to retain their portion of the receipt as proof of their participation. **DO NOT agree to place receipts in the box for the participants.**

You **MUST provide each participant-pool participant in your study with a written receipt upon the completion of each experimental session.** It is your responsibility to obtain a sufficient number of receipts for each subject and to provide each participant with a receipt at the time they complete their experiment session.

You **MUST keep a confidential permanent record of all those participating in your experiment** – either by their participant number or name, **but not both!**

You **MUST return all unused experimental credit receipts to the participant pool coordinator.**

You **MUST be on time for every experimental session you schedule and notify each participant, if possible, at least 24 hours in advance should you need to cancel an experimental session.** If you must cancel your experiment with less than 24 hours notice,

then take down your sign-up sheet immediately and issue credit slips to everyone who has already signed up. Avoid doing this except for dire emergencies.

Communicative Technology Habits & Personality Assessment (SP10-0050)

Experimenter(s): Lindsay Thomas

Experiment Phone & E-mail: 555-555-5555, jsmith2@washcoll.edu

Advisor's Name: Dr. Ima Professor

Advisor's E-mail: iprofessor2@washcoll.edu

Description: In this study you will be asked to fill out various personality assessment questionnaires, as well as a brief demographic form. The experiment should take no more than 45 minutes to complete. You will receive **one** experimental credit for your participation

Qualifications: To participate you must be at least 18 years old and be a college student.

Sign-up for just one experimental session from those listed below

You must contact the experimenter to reschedule or cancel your appointment at least 24 hours prior to the experimental session, or you will receive a negative credit.

Date/Time: Monday, March 3, 2010 @ 4:00 PM

Location: NG14

Please print your Participant ID# on one of the lines below:

Date/Time: Tuesday, March 4, 2010 @ 6:00 PM

Location: NG14

Please print your Participant ID# on one of the lines below:

Positive Credit

Psychology Department Experiment Participation Record

Student Name: Mike Jones I.D.# 788 PSY111/112 SECT#: 10
(print)

Title of Experiment: Communicative Technology Habits & Personality Assessment Exp.# SP10-0050

Experimenter's Signature: Lindsay Thomas Credits: 1

Subject's Signature: Mike Jones Date: 3/3/10

I pledge my word of honor that I have abided by the Washington College Honor Code while preparing for and during the completion of this assignment.

**It is the student's responsibility to drop this card into the experimental credits box in the Department of Psychology Lobby in Dunning Hall after he/she has participated in an experiment. This card constitutes proof that you have fulfilled part of your experimental participation requirement.*

Negative Credit

Psychology Department Experiment Participation Record

Student Name: _____ I.D.# 699 PSY111/112 SECT#: 11
(print)

Title of Experiment: Communicative Technology Habits & Personality Assessment Exp.# SP10-0050

Experimenter's Signature: Lindsay Thomas Credits: -1

Participant's Signature: _____ Date: 3/3/10

I pledge my word of honor that I have abided by the Washington College Honor Code while preparing for and during the completion of this assignment.

**It is the student's responsibility to drop this card into the experimental credits box in the Department of Psychology Lobby in Dunning Hall after he/she has participated in an experiment. This card constitutes proof that you have fulfilled part of your experimental participation requirement.*

Student Record of Participation

Student Name: Mike Jones
(print)

Experiment #: SP10-0050

Exp. Title: Communicative Technology...

Date: 3/3/10 Credits: 1

Experimenter's Initials: LT

Retain this stub for your records. This is verification that you participated in the experiment listed above and fulfilled part of your experimental participation requirement. If you can not produce this record, you may not receive credit for participating in the experiment.

Student Record of Participation

Student Name: _____
(print)

Experiment #: SP10-0050

Exp. Title: Communicative Technology...

Date: 3/3/10 Credits: -1

Experimenter's Initials: LT

Retain this stub for your records. This is verification that you participated in the experiment listed above and fulfilled part of your experimental participation requirement. If you can not produce this record, you may not receive credit for participating in the experiment.