InterOffice Memorandum

TO: Faculty and graduate students

FROM: George Hollich
Director of Undergraduate Studies

SUBJECT: PSY 390 (a.k.a. PSY 39000)

Please be advised of the procedures, restrictions, and requirements for PSY 390:

Registering for PSY 390:

Students must first get their advisor's signature on a Form 23 prior to having it signed by the faculty member with whom they wish to work.

Enter the 5-digit Course Registration Number (CRN) and title of your PSY 390 section, and sign the Form 23 legibly. (*Faculty must sign*. *A graduate student's signature will not be accepted by Registrar.*)

> The CRN for your PSY 390 can be found at HYPERLINK "http://www.mypurdue.purdue.edu" www.mypurdue.purdue.edu . Look for your course under the Faculty Dashboard after clicking on the Faculty tab.

> If you do not have a CRN for your PSY 390, have the student take the signed Form 23 to Sue Phebus in PRCE 385G. She will establish a CRN for you.

Students must then submit the completed form in a timely fashion to the Registrar (see #3 below).

Students may take only 6 credit hours of PSY 390 for a letter grade. Beyond that, it must be Pass/No Pass (P/N).

Please check your 390 class list. To avoid the common problem of students who have been signed in with the wrong CRN (or who have not signed up at all), please check your class list at My Purdue. Correcting errors early in the semester is easier than untangling problems at the end of the semester.

The *maximum number of credit hours* a student may receive for PSY 390 is a function of when s/he registers for it. The cut-off dates are the end of the first 4, 6, and 8 weeks of classes:

Weeks 1-4:   3 credit hours, with 9 lab hours/week required for 3 credits.

Weeks 5-6:   2 credit hours, with 9 lab hours/week required for 2 credits.

Weeks 7-8:   1 credit hour, with 9 lab hours/week required for 1 credit.

Weeks 9-16: No PSY 390 registration. (Please do not ask.)

Students running **human subjects** must be certified to do so *prior to* their research participation.

Purdue has on-line training (at HYPERLINK "http://www.irb.purdue.edu" www.irb.purdue.edu) for undergraduates. See the attached "Instructions for On-line Human Subjects Certification for Undergraduates".

Students who have not been previously certified must provide documentation of their certification to Sue Phebus; faculty should also have a copy for their records.

Students already certified do not need to repeat the process. *However, they must notify Sue Phebus (HYPERLINK "mailto:sphebus@purdue.edu" sphebus@purdue.edu) of their prior certification along with the semester in which they completed certification training.*

Please give each of your 390s the attached *"PSY 390 Training"* sheet and the "How to use the Sona Systems…" instruction sheet.

Students involved in **vertebrate animal research** must also be certified prior to unsupervised contact with vertebrate, non-human animals. This can be done online at: HYPERLINK "http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/undergradlogin.shtml" www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/undergradlogin.shtml. (Tell students to enter "pass" without the quotation marks in the *Password* box.)

Faculty are encouraged to provide each PSY 390 with a syllabus describing the general nature of the project(s) on which s/he will be working, duties and time commitments, etc. This is especially desirable if you assign letter grades (that should be based on something more than "Did you show up at your appointed hours?"). Giving a P/N grade is an acceptable option but please make this clear to the student before s/he registers.

Reminder: Students must be graded P/N if they have already taken 6 graded credit hours of PSY 390.

Instructions for On-line Human Subjects Certification for Undergraduates

Go to HYPERLINK "http://www.irb.purdue.edu" www.irb.purdue.edu

Click on "Education"

Click on "Collaborative IRB Training Initiative (CITI)"

Click on "Register Here" beside "New Users"

For "Participating Institutions", select *Purdue University*

Create a username, password, and provide your name and e-mail address.

Fill in required fields on the "Member Information" page.
"Department" = Type in *Psychological Sciences*
"What is your role in research" = select *Student Researcher – Undergraduate*
Supply your home or cell phone number for "Office Phone" (Alternatively, you can type "n/a"
beside "Office Phone" and put your phone number on the next line ("Home Phone")

On the "Select Groups – Purdue University" page:
        For Question 1, check Group 5 (Non-Key Personnel)
        Skip Question 2.

The courses you must complete are listed under "My Courses".

PSY 390 Training:
Some Reminders for Students
About the Protection of Research Subjects

1. <u>Keep all information from subjects confidential</u>: Do not discuss anything about any subject (especially any responses/reactions) with anyone outside of the research team, and then only when necessary. When administering questionnaires to a subject or to a group, demonstrate the importance of confidentiality by not reading through completed questionnaires during a session or while any subjects are still present.

2. <u>Make sure subjects' consent is fully informed</u>: Make sure you provide every subject with time to ask questions, especially during the consent process.

3. <u>Remember that subjects can always omit responses</u>: Subjects have the right not to do anything and not to answer any question that they find objectionable, without penalty.

4. <u>Remember that subjects can always withdraw from an experiment</u>. Subjects have the right to leave at any time without penalty. (PSY 120 students who leave earn one credit for each half hour or part of a half hour that they spent in the experiment.

5. <u>Remember that participation in an experiment must always be voluntary</u>. Do not coerce subjects to respond during the experiment or to continue with it. Do not do *anything* that could be perceived as coercion. (For example, don't say, "There's only 2 minutes left, please stay.")

6. <u>Keep in mind that ALL substantive changes in research procedures or materials must be approved by the IRB.</u>   Non-substantive changes are those that are consistent in spirit and risk to those already approved by the IRB, and which would not reasonably be expected to increase the risks to which participants are subjected, their willingness to consent to the experiment, or the anonymity or confidentiality of their responses.

7. <u>Be courteous to subjects</u>. Show respect for subjects by treating them as you would want to be treated. Don't give orders; make requests (e.g., "We would like you to . . . " or "Please, could you . . ." Don't talk about irrelevant matters and, especially, don't ask for a date. Also don't visit with fellow experimenters while subjects are participating. It's rude and could be distracting.

8. When using the PSY 120 Participation Pool, you have joint obligations as both a researcher and educator. Occasionally you may have a subject whose data are not usable because of language difficulties, physical impairment, or other problems. In such instances you should attempt to maintain the educational value of the research for the subject, and then discreetly discard his or her data without looking at it.

You are responsible for the safety and well-being of students while they are in the laboratory. If there is an emergency or disruption in the lab, or events outside of the lab that disrupt your experiment, you should recognize that your data have been compromised and focus on your responsibilities to your subjects.   If you are unable to handle a situation that arises, seek assistance from staff, faculty or graduate students.

How to use the Sona Systems program to schedule research participants

You will use the Sona Systems program to sign up participants from the PSY 120 subject pool and to grant credits for their participation. Sona must first be set up for your experiment. Ordinarily, your supervising professor or graduate student will do this, or show you how.

To use Sona, obtain the experiment number from your supervisor. Your user id and password for the program will be sent via e-mail to you directly from the Sona program, after your supervisor asks the experiment coordinator to grant you access to the program. Type HYPERLINK "http://www.purdue.sona-systems.com" www.purdue.sona-systems.com into your browser, and log in using the information sent to you by the program.

When you are ready to run an experiment session, go to the "My Studies" page, which is shown in the ribbon of options at the top of the screen. Obtain a list of participants for your session by clicking on "View/Administer Time Slots," and print out the list. Log out of the Sona program. Then, take the list with you to the experiment session to verify first and last names of those present for your session.

To give participants credit for their participation, first check off the name of each participant on the hard copy of the list of those who attended your session. Write a P (for Penalty) by the names of those who did not attend.

After your session, but by the end of the day, log back into the Sona program. Go to the My Studies page, and click on "View Uncredited Timeslots." If you would like to do a simple credit grant with no comments, you may do so directly from this page. Select the desired sign ups/timeslots, and then choose Grant Credits. If you need to mark a no-show, add comments, or do a special "extra" credit grant, click on the timeslot's date and time, and go directly to that timeslot to perform any of these functions.

One of the nice features of this program is that it prompts you with a warning when any uncredited timeslots are more than 2 days old. The experiment coordinator also receives this message and will be monitoring whether and when you complete this essential duty.

Reminders:

a) Make sure you have the correct participants before running your session, by checking both first and last names against the hard copy list you printed out from the Sona program.

b) Post credits right away, after each session. Do not withhold credit until a 2nd or 3rd session.

c) You cannot cancel a session once anyone has signed up to participate for that session. Rather, if you cannot run the session due to illness or an emergency, contact your supervisor or the experiment coordinator, so that a cancellation sign can be posted on the room in which your session has been scheduled to be run. Then be sure to give credit to ALL participants who had been signed up for the session you missed.