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THE UNIVERSITY OF BRITISH COLUMBIA

Department of Psychology

SUBJECT POOL

INFORMATION FOR PARTICIPANTS

By participating in UBC Psychology's Human Subject Pool, you not only learn about the process of psychological science at one of the world's leading psychology departments, you also contribute to ongoing investigation into human nature.

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INTRODUCTION

The Psychology Subject Pool

We invite you to participate in the Department of Psychology's subject pool, so that you may gain first-hand experience with how research is conducted as well as contribute to on-going departmental research. The undergraduate student subject pool is an essential and valuable component of the Department of Psychology's teaching and research effort. By participating in experiments through the subject pool you can help to make a contribution to basic knowledge in psychology, learn more about how research is conducted, and earn extra credits. Most students find participation in research interesting and enjoyable.

Instructors can allow their students to earn up to 3 extra course credits for participating in psychology subject pool experiments. Check your course syllabus to see how many extra credit(s), if any, your course/section will allow you to add to your final course grade. You will earn 0.5 credit for each half hour of study participation (e.g., 2 credits for a two-hour study). Please note that some studies will take place in Psychology Department laboratory and some will be online.

We will no longer have an online credit limit. Instead, students are free to receive their HSP bonus credits from any combination of "in-lab" and "online" studies. However, "in-lab" studies will offer a bonus 0.5 credits on top of the standard 0.5 credits per 30 minutes of participation (e.g., a 1 hour "in-lab" study will award 1.5 credits, while an equivalent "online" study will award 1 credit).

All of the experiments conducted in the Department of Psychology are reviewed by one of UBC's Research Ethics Boards to ensure that they contain no psychological or physical threat. Experiments are further screened by a committee in the psychology department to ensure that they will provide you with a useful learning experience.

If you participate in an experiment, you will be given a **consent form** explaining the purpose of the experiment and what you will be asked to do. You have the right to withdraw from the experiment at any time and for any reason. Typically no identifying information will be collected. If it is, you must be informed how your anonymity will be protected.

At the end of the experiment you will be **debriefed**, which means you will be told about the purposes of the experiment and the role you played in testing the hypotheses. During this debriefing, you will be given a worksheet to fill out to ensure that you have heard and understand the key aspects of the study including the primary research question, key study variables, and hypotheses. In the debriefing, you will learn more about how your participation contributes to scientific investigation and the process by which psychologists conduct research.

After you complete an experiment and earn credit, you must reassign that credit to one of your psychology courses, in order for it to be counted toward your grade. The course credit(s) that you earn through participation in psychology experiments, and that you reassign to one of your courses, will automatically be sent to your instructor at the end of the term. He/she will add the course credit(s) you've earned to your final course grade.

Many researchers offer money in exchange for participation in experiments. There are advertisements for experiments that pay participants posted in the main lobby of the Kenny building.

You cannot earn money and credit for the same experiment.

The Library Option

As an alternative to participation in psychology subject pool experiments, you may complete a library writing project. Such projects consist of reading a research article from the peer reviewed journal *Psychological Science*, and summarizing 1) the research question, 2) the methods and 3) the results in written form. You will receive one (1) research participation credit for each article summary that meets the following requirements.

Requirements:

- The article must have been published in the journal titled "*Psychological Science*"
- The article must have a publication date from the year 2000 to present (i.e. papers from 2001 are acceptable; those from 1999 or earlier are not)
- The article must be a research article; it cannot be a review article, a news item, a notice, or a letter to the editor, for example
- The summary should be approximately 500 words in length
- You must include your name, student number, course, section, instructor and email address on each summary
- You must provide the full APA-style reference for the article at the end of the summary. Please DO NOT upload the actual PDF of the research article along with your summary.
- You must log on to the Human Subject Pool system (https://ubc-psych.sona-systems.com) and create an account before submitting your article summaries. Your credit is assigned using the online system.

Summaries that do not meet these requirements will not yield credit for the student.

For each course, you may obtain the same number of extra credits via the library option as specified in the course syllabus (i.e. the same number of credits available for students who participate in research).

Summaries must be submitted **no later than 10 days before the last day of classes for the term**.

If you don't have a turnitin account already (from a previous course), you will need to create a user account in Turnitin. For the library assignment, please email hspresearch@psych.ubc.ca for self-enrollment information. *See www.turnitin.com, and click on the "Training" link at the top of the page for detailed instructions on how to submit papers to Turnitin.*

Any student who is suspected of plagiarism will, at a minimum, not be granted credit, and their course instructor will be notified. Further action may be taken at a departmental or university level.

The Psychology Research Participation System

We use an online system called the Psychology Research Participation System for managing many aspects of the subject pool.

The psychology research participation system is a full feature system with a broad range of functions. For example, it allows potential participants to browse and sign-up for experiments. The system can be used also to cancel appointments, and it is equipped to issue reminders about upcoming experiments and appointments.This manual contains detailed instructions on the steps you need to take in order to sign up for and participate in experiments where you will earn extra course credits. If you have not yet done so, you should read this document in connection with the document called *Basic Rights and Privileges of Research Participants*, which is provided at the end of this manual.

HOW TO FIND AND SIGN UP FOR PSYCHOLOGY SUBJECT POOL EXPERIMENTS

When using the system:
Do not use the back button, it will often kick you out of the system and you will need to log back in. Use the menu at the top of the screen to move between screens.

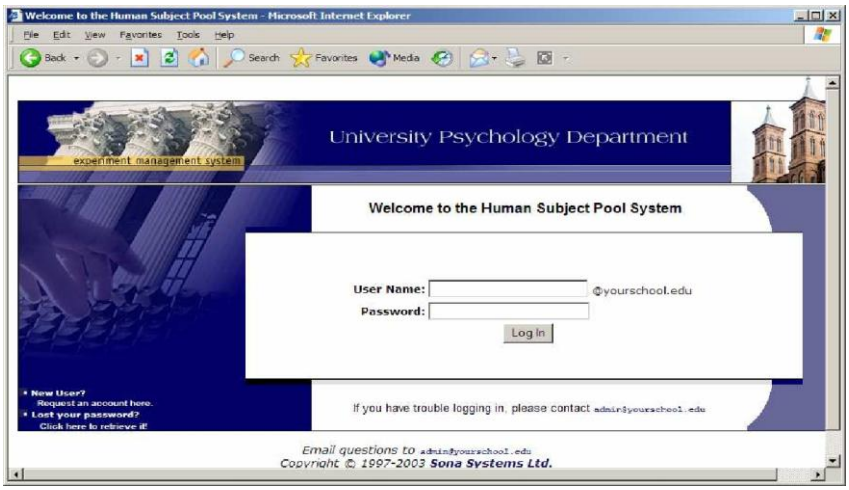
When you are finished, don't forget to log-out.

Basic Functions

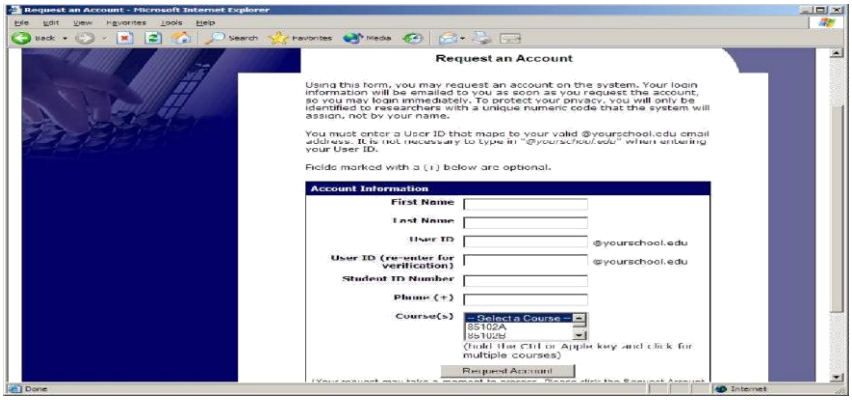
To find and sign up to participate in experiments for course credit or receive a credit for the library option, you will now need to go online to https://ubc-psych.sona-systems.com and follow these steps:

Step 1: Set Up an Account by the end of the first month of classes

- In order to become a research participant and earn extra credits, you need to have an account on the psychology research participation system (this is the system you find at https://ubc-psych.sona-systems.com). **Please register in the system by the end of September (if Term 1) or end of January (if Term 2)**
- Once you go to this site, you will see a display like this:



- To create your own account, click 'Request an account here', the statement located at the bottom left corner of the Log-In display screen (this is also the home or welcome page of the system).
- You will next see a display like the one shown below. On this display, fill in all of the information that is requested. Your User ID and email must be original and not currently in use by another UBC student. Under the option 'Courses', select the courses in which you are registered, where you can earn extra credit(s) for research participation.



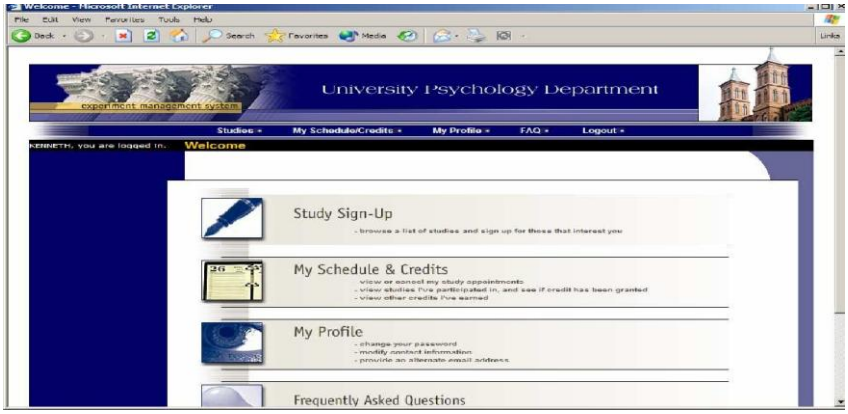
- When you have filled in the required information and have clicked the 'Request Account' button, your User ID and Password will be emailed to you. Keep this information as you will need it in the future, each time you want to sign-up for an experiment.
- You need to create an account only once, the first time you access the psychology research participation system.
- If you forget your password, click the 'Lost your password?' option, located at the bottom left corner of the Log-In display screen. You will be asked to enter either your User ID or your email address and your password will be emailed to you again.

Step 2: To Use the System

- If you want to use the psychology research participation system, for whatever purpose, go to the home page at https://ubc-psych.sona-systems.com (the first screen display shown at the beginning of this document) and type in your User ID and Password.
- The first time you use the system after creating an account, you will be prompted to read an important Human Subject and Privacy Policy Notice. Once you have read this notice, and if you agree with the terms it lays out, click the 'YES' button. After this, you will have access to a lot of other features of the system.

Step 3: To Sign Up for an Experiment

- If you want to participate in or sign up for an experiment, log onto the system (that is, go to https://ubc-psych.sona-systems.com and enter your User ID and Password) and you will see a screen display like this:

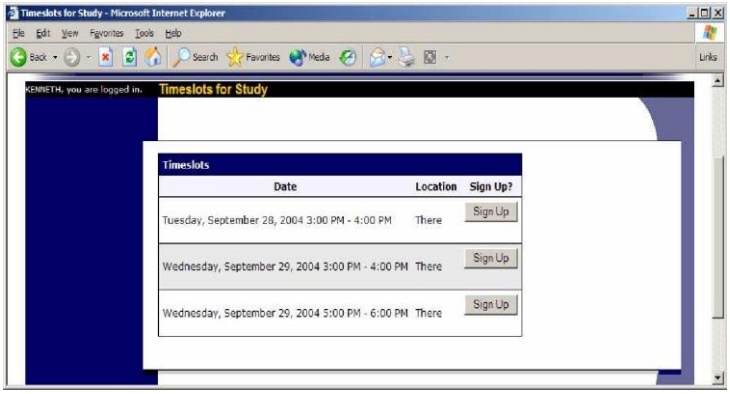


- When you log in to HSP for the first time, you will be given the option to complete the pre-testing. The pre-testing or pre-screening takes approximately 30 minutes, and you will receive one-half credit for it. Completing the pre-testing is optional but it will make you eligible for more studies.

- If you would like to sign up for an experiment, click the 'Study Sign-Up' button, and a list of the names of all experiments that are currently available will be shown. If you do not see any experiments one day, come back the next day; new experiments are added on a regular basis. For each experiment, you will also see a brief description of its purpose and of any restrictions on participation (e.g., participants must be female, participants must not be color blind). You will also see if the study takes place "In Lab" or "Online."

- Click on the name of an experiment that interests you to learn more about it, including how long the experiment will take, the number of credits you will receive for participating in it, the researchers who are running it, and a description of what you will be required to do as a participant.

- To schedule an appointment to participate in an experiment that interests you, click the 'View Time Slots for This Study' statement, located at the bottom of the display screen, and you will see a schedule like the one below, with testing dates, times and locations. The display you will be shown will also have a column called 'Course to Credit'.



- Once you find a timeslot that fits your schedule enter the course and section where you would like your participation credit(s) to be added into the appropriate 'Course to Credit' box. Click the 'Sign Up' button next to the timeslot you have chosen.

- If you have gone this far, you are done and will be shown a page that summarizes the name of the experiment, the date and time of your appointment, the location where the experiment will be run, the experiment description, and the name of the researcher(s). You will also be sent an email with all of this information. Please keep this information so that you do not miss your appointment.

- Remember that you can sign up and complete no more than 2 credit hour of online study per term. Your remaining credit hours must be for studies that take place in psychology department laboratories. If you select a study and receive an error message saying that you "exceed the maximum number of Credits from Online Studies," go back and sign up for another study that is listed as an "In Lab" study.

No-Show Policy

As a research participant, it is essential that you honor your commitments once you sign up for a study. When participants do not show up for studies, it is a tremendous inconvenience for researchers. To encourage participants to show up on-time for their scheduled studies, the HSP has implemented the following no-show policy:

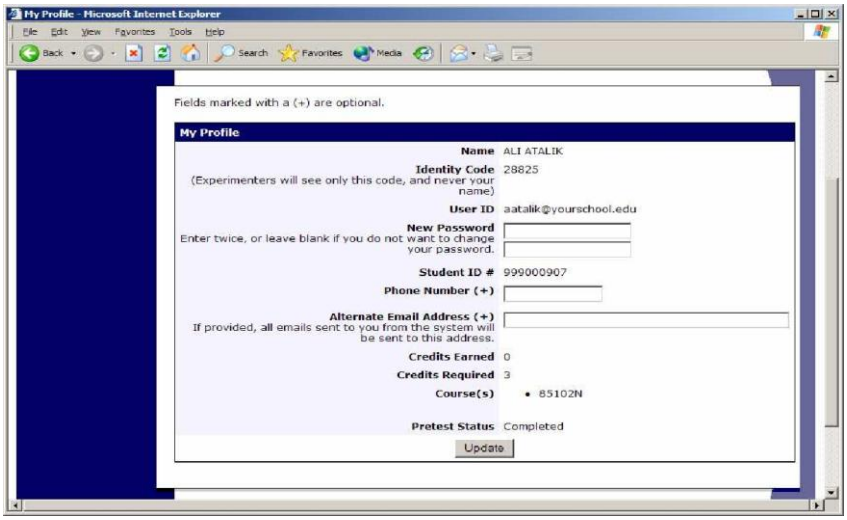
1. Once a student has accumulated two unexcused no-shows, he or she will be prevented for signing up for all HSP studies for the duration of the academic term.
    a. An *unexcused* no-show occurs when a student does not show up for a scheduled study, and has not cancelled that sign-up through the HSP system.
    b. *Excused* no-shows have no effect on participants.
2. Students will now be allowed to cancel their appointment for a study up to one hour before the scheduled study time, to allow for emergencies and other unforeseen events.
    a. It is the participant's responsibility to cancel their sign-up through the HSP system if an emergency arises. A participant should not email the researcher directly to cancel a sign-up.
3. Students who accumulate two unexcused no-shows will still be able to earn study credit for any courses they may be taking by completing the library assignment.

Extra Functions

The new on-line psychology research participation system also has many extra features that allow you to change your Password and/or contact information, to view upcoming appointments you have scheduled, to view experiments you have participated in, to cancel upcoming appointments, to view the number of credits you have earned, and to reassign the credits you have earned to different courses. Instructions on how to use each of these features are provided below.

To Change Your Password and/or Contact Information

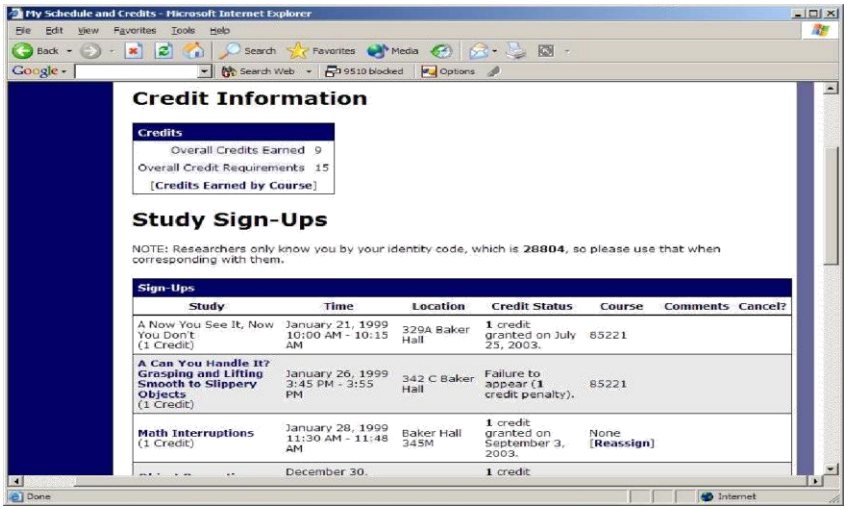
- If you want to change your password or contact information, log onto the system, and click on 'My Profile' and you will be shown a display of your User Profile, similar to the one shown below. This page lists your name, User ID, email address, student ID, phone number, the number of credits you've earned, and the courses and sections that you have listed as being registered in where you can earn extra credit(s) for research participation.



- To change your Password, enter your current password into the Current Password box and enter the password you would like in the New Password box. Enter the password you would like into the New Password (confirm) box.
- To change your phone number, delete your old phone number located in the Phone Number box and then enter your new phone number into the box.
- To save your changes to your User Profile click the 'Update' button.

To View Experiments You Have Participated In and To View Your Upcoming Appointments

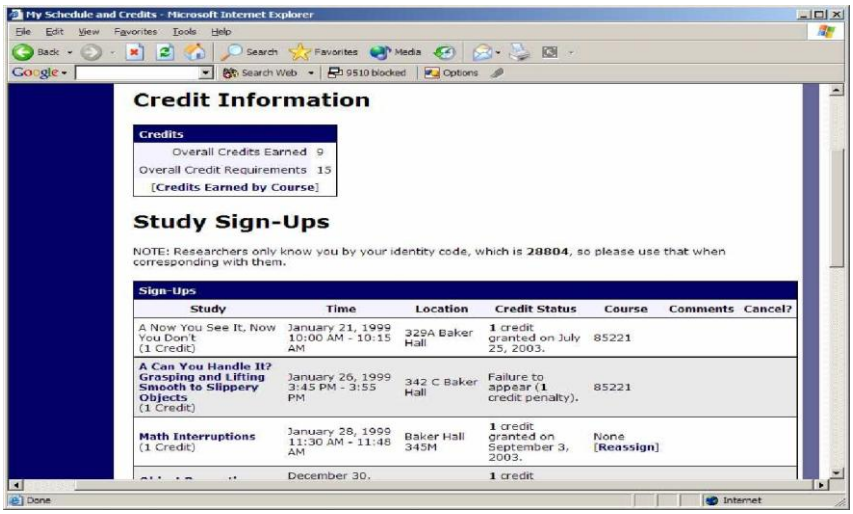
- To review experiments you have already participated in and to view your upcoming appointments for experiments, you will need to log onto the system, and click on 'My Schedule & Credits' and you will be shown a display similar to the one shown on the next page.
- Under the heading 'Study Sign-Ups', you will find a table containing the names of the experiments you have signed-up for and/or participated in as well as the times of your appointments and the locations of the experiments.



- Under the ‘Credit Status’ column the status of your credit(s) for each experiment are listed. That is, a list of whether each credit has been granted, denied (due to a failure to appear), or whether it is awaiting action (because either you have not yet participated or because the system has not yet assigned the credit—it will usually take about 24 hours for the system to assign the credit(s) you have earned through your research participation).

To Cancel an Upcoming Appointment

- If you sign-up for an experiment and fail to show up you will not be awarded any credit for that experiment. You are permitted to cancel upcoming appointments for research participation but only if you provide at least one-hour of notice. Failing to show up for an experiment without cancelling your appointment is an inconvenience to the researcher, so it is important that you cancel your scheduled appointments when you are unable to attend them.
- To cancel an appointment you will need to log onto the system, and click on ‘My Schedule & Credits’ and you will be shown a display similar to the one shown below.



- Under the heading ‘Study Sign-Ups’, you will find a table containing the names of the experiments you have signed-up for and/or participated in as well as the times of your appointments and the locations of the experiments.
- A ‘Cancel’ button is located next to experiments for which you have upcoming scheduled appointments. Click this button to cancel your appointment. You will then be asked to confirm your cancellation. Click ‘Yes, I want to cancel’ to confirm your cancellation.

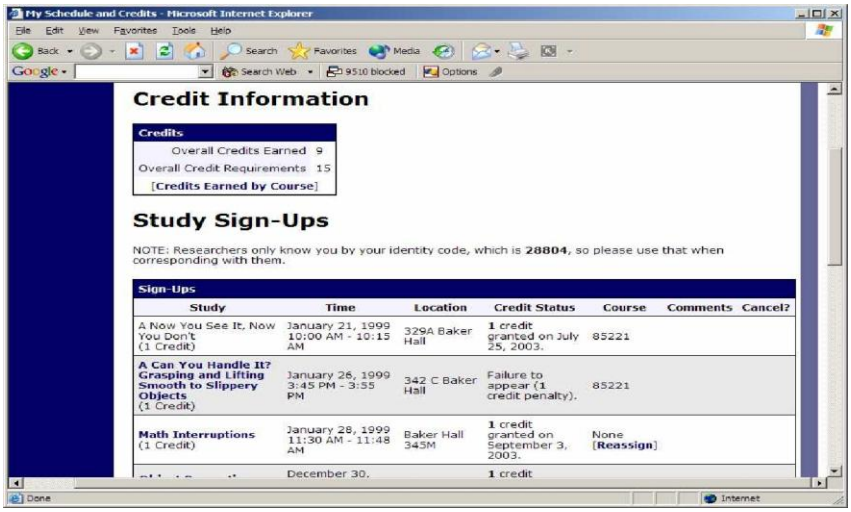
To View the Number of Credits You Have Earned

- Although it can take up to 24 hours after you have participated in an experiment before your course credit(s) will be registered in the system, you may want to check to ensure that you've received your course credit(s). To do so, log onto the system, and click on 'My Schedule & Credits' button.

- On the next screen, under the heading 'Credit Information' you will find a display showing the total number of credits you have earned and the number of credits you are eligible to apply to your courses.
- Under the 'Credit Status' column in the table located under the heading 'Study Sign-Ups' you can see which studies you have earned credit(s) for participating in and to which courses those credits have been assigned.

To Reassign a Credit to a Different Course

- You will be asked to enter the course and section that you would like the extra credit assigned to when you initially sign-up for an experiment. Later you may decide that you want to switch this assignment to a different course. To do so you will need to log onto the system, and click on 'My Schedule & Credits' and you will be shown adisplay similar to the one shown below.



- Under the heading 'Study Sign-Ups', you will find a table containing the names of the experiments you have signed-up for and/or participated in as well as the times of your appointments and the locations of the experiments.
- A list of which course each credit has been assigned to, is listed under the column labeled 'Course'. To reassign a credit to a different course click the 'Reassign' statement, located under the course to which the to-be-changed credit has been assigned
- Click on the arrow located next to the box that shows the course the credit has been assigned to, to change the course credit assignment. You will then be shown a list of courses to which you can reassign the credit. Highlight the course you want the credit assigned to and it will be entered into the box. Click the 'Reassign Credit' button to reassign the credit to that course.

THE UNIVERSITY OF BRITISH COLUMBIA

Department of Psychology

Basic Rights and Privileges of Research Participants

Any person who volunteers to participate in experiments conducted by full or part-time members of the faculty of the Department of Psychology at the University of British Columbia, by their employees, or by the graduate and undergraduate students working under their direction, is entitled to the following rights and privileges:

1. The participant may terminate and withdraw from the experiment at any time without being accountable for the reasons for such an action.

2. The participant shall be informed, at the beginning of an experiment, of the maximum length of time the experiment might take and of the general nature of the experiment.

3. The participant shall be informed, at the beginning of an experiment, of the nature and function of any mechanical and electrical equipment which is to be used in the experiment. In cases where subjects are in direct contact with such equipment, they shall be informed of the safety measures designed to protect them from physical injury, regardless of how slight the possibility of such injury is.

4. Participants shall be informed, at the beginning of an experiment, of the aspects of their behavior that are to be observed and recorded and how this is to be done.

5. Participants shall be informed, at the beginning of an experiment, that any behavioral record that is obtained during the course of the experiment is confidential, and that any behavioral records that are made public either through journal papers or books, public addresses, research colloquia, or classroom presentations for teaching purposes shall be anonymous.

6. The participant shall be offered, at the end of an experiment, a complete explanation of the purpose of the experiment. This explanation shall be delivered by the experimenter in oral form as well as in writing. The participant shall be given the opportunity to ask questions pertaining to the experiment and is entitled to have these questions answered.

7. The participant has the right to inform the Chairperson of the Department's Committee on Research with Human Subjects (hspresearch@psych.ubc.ca) or any member of that Committee of any perceived violations of, or questions about, the aforementioned rights and privileges.

8. Participants who have any concerns or complaints about their rights as a research participant and/or their experiences while participating in a study may contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail RSIL@ors.ubc.ca or call toll free 1-877-822-8598.