



# PARTICIPANT INFORMATION PACKET

PSYCHOLOGY 150 & 250

## TABLE OF CONTENTS

Title Page	i
Table of Contents	ii
Contacting the Research Area	iv
Website	
Quick Facts	
The Facts Speak for Themselves	
Answers for Your Questions	
The Participant Information Packet	v
Participant Brief	1
The CSUN Research Process	2
The CSUN Research Process for Participants	
The Reasoning for the Research Requirement	3
Research Options	
Ethical Standards for Student Participants	4
Moral & Legal Standards	
Confidentiality	
Participant Welfare	5
Humans in Research	6
Participation Credits	
Scheduling and Planning Ahead	
150 and 250 Participation & Grading	7
Syllabus Addendum	
Participation	
Grading	
Keeping a Record of Your Research Participation	8
Your Record Card	
What to do if you do not have your Record Card	
The Participants Responsibilities	9
Be on time	
When Studies End	
The Psychology Main Office	10
Assistance and Limitations	
Using Sona Systems	11
General Information	

How to Sign Up for Studies	12
Checking Your Study Status	18
Cancelling a Study	19
What Happens If...	21
... you cannot keep a Research Appointment?	
... you have to cancel with less than two hours?	
... you fail to appear?	22
... the researcher fails to appear?	
Other Rights of the Participant	23
Record Cards	24-26
Your Official Record Cards	
Participant Information Packet Signature Form	27

## Website

<http://www.csun.edu/pr/>

## Quick Research Area Facts

- Over 1200 students will be Participants each semester.
- Over 400 Researchers will work on experiments each semester.
- Over 200 experiments will run in each semester.
- The Research Coordinator's Office will get over one hundred emails most days.

## The Facts Speak for Themselves

These facts state what you probably already know, namely, the Research Area is frequently a busy place throughout the semester. All students feel a right to contact the office and all feel a right to have access to the Research Coordinator... and they do have every right to speak to us. However due to the sheer number of people contacting the Research Area every day it is not always possible to spend large quantities of time addressing every concern.

As participants we ask that you do everything you can to look up the answers for yourselves before contacting the Research Area. The Research Coordinator's Office has done, and continues to do, everything in our power to make it easier for you to find the answers you need. The Psychology Research Area website is the main way to get this information.

## Answers for your Questions

On the Psychology Research Area website you will find the answers to most of your questions at the Frequently Asked Question, or F.A.Q., page. The Participants F.A.Q. page is located at <http://www.csun.edu/pr/participantfaq.html>.

*Tip:*

*This page has been created specifically to help you get the vital information you need, as well as address all common questions that are received via email. Please visit this site FIRST when you are looking for any information. The majority of your questions ARE ANSWERED on the F.A.Q. page!*

On the Psychology Research Area site – under the “Participant Info.” link – you will find all forms and information. The following information is supplemental material located on the website.

- The Participant Information Packet
- Participant Brief (included in the Participant Information Packet)
- The Alternative Research Assignment
- The link to Sona Systems
- The F.A.Q. page
- Emergency Record Cards

### **The Participant Information Packet**

The Participant Information Packet is located online, and is MANDATORY for all Participants to have. The signature form in the back of the packet will be required materials that must be turned into your professor.

Every effort has been made to provide ALL information you will need in the packet. If there is something you are unsure how to do, the packet provides step-by-step instructions. In the instance the Participant Information Packet does not have the information you are looking for please check the Researchers F.A.Q. page before contacting the Research Coordinator's Office.

**EACH PSY 150 & 250 COURSE WILL NOT BE REGISTERED INTO SONA SYSTEMS UNTIL ALL STUDENTS IN THE SPECIFIC COURSE HAVE TURNED IN THE SIGNATURE FORM AGREEING TO COMPLETE THE RESEARCH REQUIREMENT. (This includes the Alternate assignment)**



## PARTICIPANT BRIEF

Students under 18 are not allowed to participate in the studies. If you are under 18 you must complete the alternate assignment and turn it in to your professor.

Your rights and requirements are defined in your course syllabus, which you were given by the professor, and in the Participant Information Packet available online at <http://www.csun.edu/pr/>.

All experiments require signing up through Sona Systems at <http://csun.sona-systems.com/default.asp>. Be careful when signing in. As soon as you log-in complete the prescreen questionnaire.

Once you have signed up for an experiment make sure to put the date, time, and room number on your Record Card.

**THE RECORD CARD WILL ALSO HELP PROVE THAT YOU PARTICIPATED IN THE EVENT OF ANY UNFORESEEN PROBLEM.**

Research Cards will not be printed by the Research Coordinator's Office. You must remove the Research Cards from your Participant Information Packet.

Check the Research Area Bulletin Board, located outside of SH 322, if you are lost or are looking for up-to-date room information.

Keep checking into Sona Systems for studies. Many will close quickly, especially in the last two weeks that experiments are run. Do not wait until the last week to finish your credits.

You can only participate in any given experiment once.

You are allowed to cancel your participation up to two hours prior to the specific study without penalty. **You can cancel online at Sona Systems.**

**If you fail to appear for a research study, the researcher will assign penalty points.** Penalty points for participants are equal to the number of study credits.

If you arrive late, you must wait outside the study room for the researcher to see if they can reschedule you for the study. Do Not Interrupt a Study In Progress. If an amicable arrangement cannot be made, you will be penalized.

Your instructor may collect your Record Cards. Twenty credits are needed for PSY 150 and twelve for PSY 250.

Participants must log into the system by the end of the fourth week.

**All experiments end on Friday, Nov 30th.**

The process that must be followed to participate in research in the CSUN Psychology Department is not a complicated one; however the process must be strictly followed. Any missing paperwork, abuse of the system, or incomplete portion of the process can result in your participation not being approved or even terminated.

### The CSUN Research Process for Participants

The Research Process includes the following steps:

- Download your Participant Information Packet from the Research Area website.
- Attend your in-class presentation on the research process. (A Research Area representative will give a 15-25 minute presentation to your class.) If you miss the presentation, you can view one online at the Research Area website. (<http://www.csun.edu/prs/participants.html>)
- Turn in your official Participant Information Packet Signature Form to your professor.
- Check your CSUN email address for a response from Sona Systems which will have your username and password for Sona Systems. (This will NOT be the same as your CSUN portal information.)
- Write down your Sona generic ID number.**
- Once you have your username and password (see step 4 to find out where it will be) complete the Prescreen questions. This will qualify you for later studies.
- Wait patiently until the 4<sup>th</sup> to 5<sup>th</sup> week of the semester.
- Around the 5<sup>th</sup> week of the semester, Experiments should start appearing in Sona Systems. (Slowly at first, but they will pick up.)
- Log in and sign up for studies that you can attend.
- Write down the room number and study number on your official Record Card so you won't forget.
- Attend the experiment.
- A few days after each experiment (roughly 3 to 5 days) check into Sona Systems to make sure you received credit. If not, contact the Researcher who ran the experiment.
- Repeat steps 8-12 until you have completed the required credits.
- Turn in your Record Card to your professor by the deadline.**



The goals of Psychology 150 and 250 courses include the desire to give students more direct experience with psychological research. It is understandable that the textbook can allow access to a much greater knowledge and understanding of psychological materials, history, and research practices however a textbook does not give you first-hand familiarity with how human research interaction works. This appreciation for direct contact with human research motivated the department to add – to your PSY 150 or 250 courses – the research requirement.

### **Research Options**

Two options have been created to assist you in completing the required research assignments. The options include:

- Participating in research conducted within this department, or
- Completing the Alternative Research Projects (or other assignments proposed by your instructor that are research related).

Students selecting the Alternative Research Project option should consult with their instructors before proceeding since the nature of acceptable alternatives to research participation may vary somewhat from instructor to instructor. The Alternative Assignment is located at the participant link of the Research Area website.

This information packet relates entirely to the first option discussed above. Although you are under no obligation to select the first option, it has traditionally been the most popular. A survey of past Psychology 150 and 250 students revealed that 95% of those who participated in research found it both enjoyable and a valuable learning experience. Participation in Research Studies helps students become acquainted, through personal experience, with the investigative techniques discussed in their Psychology 150/250 courses, and it provides additional research information about human behavior. Research participation serves the University and the Department of Psychology, by making it possible for research to be conducted by undergraduate students, graduate students, and faculty.

### **Moral & Legal Standards**

When you choose to take part in a research study, you undertake a responsibility that is important to the successful continuance and productivity of that research.

The researchers are also expected to demonstrate regard for the “social codes and moral expectation of the community in which they work.”

Signing up for a study is a contract stating that you agree to honestly answer any questions that you feel comfortable with and that you will give each researcher your full attention. It is vital that you give an honest effort in all your experiment participation. If you cannot answer questions during an experiment, please let the researcher know.

Please do not discuss the details of any study with fellow classmates as that can distort research data.

### **Confidentiality**

Be assured that no person, other than the researcher will know how you have performed in any test. The researchers are not trying to make a conclusion about individuals, but about a population of people. All identifying information will be removed from the data records as soon as possible. In most cases, you will have a number on the researchers form and not a name. This will help insure the anonymity of your results.

If for some reason, the data must be kept for an extended period of time, the researcher must inform you, the participants, of this fact and the reasons for the need. Any participant who objects will be respected and excused from participation.

## PARTICIPANT WELFARE

A Researcher must respect and protect the welfare of the person or group with whom he/she is working. If you are upset by the experiment, questions, researcher, or situation you are placed in please contact the Research Coordinator immediately. The Research Coordinator will make sure to discuss the issue, keeping your information confidential, with the researcher and/or any professors who oversee the research.

Please immediately report to the Research Coordinator's office any researcher or experiment that you feel uncomfortable with. It is our responsibility to provide you with a safe and secure environment to learn in. We take this very seriously and any issues that need to be addressed will be handled both morally and ethically, especially in regards to your comfort and confidentiality.

A participant who is made to feel uncomfortable for any reason may leave at any time during a study. If the participant does choose to leave, he/she will be given the same number of credits as participants who complete the study, and will be completely debriefed, as long as they contact the Research Area.

It is the goal of the Research Area to make the participation process enjoyable. We hope you benefit from gaining first-hand experience with research.

All students who are under 18 years of age must choose the “Alternative Assignment” (arranged with your Psychology 150 or 250 instructor and located on the Research Area website). The reasons for this policy are based on legal and federal standards which disallow the participation of minors in research unless certain additional consent forms and procedures are implemented. Our department does not have the resources to expedite the additional requirements. Some students will reach their 18th birthdays during the semester. If this occurs early in the semester, the student may still choose to participate in the research option, but must wait until their 18th birthday before signing up for any study participation.

The Alternative Research Assignment can be found at the Research Area website located at <http://www.csun.edu/prs/participants.html>. The alternative is a paper that must be researched online at the Oviatt Library site. Unfortunately for those choosing this assignment, it usually will require more time than the time required for participation in research. Please email the Research Office at [psychpool@csun.edu](mailto:psychpool@csun.edu) if you have any questions about eligibility.

### **Participation Credits**

Since participation in one study might take anywhere between 5 minutes to 2 hours, a system of “credits” has been developed to more or less equalize the time demands placed on participants. One credit is obtained for each 10 minutes of the participant’s time (or any portion of 10 minutes). These research experience credits apply only to this class assignment and have nothing to do with class units.

### **Scheduling and Planning Ahead**

If you work during the day, or have a very tight schedule, you may find participation difficult, as there are only a few research studies available in the evening. Sometimes, there are too many research studies available, and too few participants. In order to make sure you get your credits completed on time, be sure to plan ahead – do not wait until the end of the semester to begin signing up for credits – or you may find the alternative assignment is your only option.

There are studies that will run in the evening, however we cannot promise you will find enough to match your evening schedule. Please plan ahead.

## Syllabus Addendum

The following should be listed in, or attached to, your course syllabus:

“Students who do not complete either Option I or Option II must REQUEST an Incomplete “I” in the course. To request an Incomplete, you must obtain the appropriate paperwork from either your instructor or the psychology department office (SH376) and turn it in before the due date for your class! If Option I requirements are completed within one year, the "I" will be changed to the grade earned on the basis of exam scores. If you do not finish the requirements within a year, your “I” grade will turn to an “F.” For more information, you may visit our website at:

<http://www.csun.edu/pr/>.”

## Participation

All students must be 18 or older to participate in Human Subject Experiments.

Experiment information, including sign-up times, will be available on the web at <http://csun.sona-systems.com/default.asp>. You must have a login provided by the Department of Psychology to use this website. A log-in will be generated automatically and sent to your CSUN email address. Please contact the Research Coordinator at [psychpool@csun.edu](mailto:psychpool@csun.edu) if you do not receive a log-in within 4 weeks. The Research Coordinator’s office is located in SH 333-G.

## Grading

**ALL GRADING IS AT THE DISCRETION OF YOUR 150 OR 250 PROFESSOR.**

Your course grade is entirely your responsibility, but it will be affected if you do not complete your Research Credits.

If you are found abusing Sona Systems, the Researchers, or any other part of the system or the Research Area equipment – including any and all equipment used in rooms where experiments are running – your professor will be notified. In the event subsequent warnings were needed or one egregious act was committed, defined by the Research Area, your ability to participate in experiments can be revoked.

The Research Area will not be held accountable for your course grade.

## Your Record Card

Each student must keep a record of his/her participation on an official Record Card. The Record Card can be found at the back of this Participant Information Packet. This card is your backup proof to show your professor you completed the assignment.

*The Research Area will NOT give out Record Cards. No Exceptions.*

Make sure you fill in the top of your record card with your name, your instructor's name, your psychology course number, and the days and hours your psychology class meets. As soon as you sign up for a study immediately copy the following information from the Sign-Up Sheet onto your record card:

- The study number
- The date and time the study meets
- The room location of the study
- The researchers name and/or the name of the researchers supervisor
- The number of credits given for the study

## What to do if you do not have your Record Card

If you do not have a Record Card, you will need to download it from the Research Area website. The Record Cards are located inside the Participant Information Packet. Once you have your Participant Information Packet save it, or immediately place it in your notebook.

If you forgot your Record Card and have already participated in an experiment there are some possible ways to still get credit. If you can, make an arrangement with the Researcher to meet up to get their signature on your Record Card. Most Researchers will run experiments over a few days which may allow you to meet them later for a signature.

At the end of the semester staple all record cards together and turn them in to your professor.

### **Be on Time**

It is your responsibility to be on time for your study. If you are late, the researcher will probably not be able to use you in the study. If you are not used because you were late, you will receive a penalty. Please check for the study location well in advance of your Study date and time. (A third Floor map of Sierra Hall is posted on the "Research Area" board, located just outside SH 322, or across from the Research Area).

Be sure to bring your record card, and any email verifications with you when you arrive at school. If you have forgotten any of these items you can use the Computer Lab on the third floor of Sierra Hall (SH 392) to verify your schedule. You can also check the "Daily Posted Studies" on the board located just outside SH 322.

If you are unavoidably less than five minutes late to an experiment go to the study location anyways as the researcher may have been able to wait for you. If the door is closed and the study is already in progress do not interrupt the study, instead, if time permits, wait for the researcher to discuss with them if an alternate time can be worked out to avoid the penalty.

Studies may involve verbal learning, mechanical ability, reasoning, or various other tasks. Your scores from these will not be used with your name or be given to your instructor. How you performed will not affect your grade.

Studies will be made available on-line for sign-up, over the course of the Semester. Since most Researchers are students, fulfilling a requirement for their Psychology 321 lab course, the majority of experiments will not be posted on line until the 7<sup>th</sup> week (the middle) of each semester.

### **When Studies End**

**THERE WILL BE NO STUDIES AFTER FRIDAY, NOV 30TH.**

During the last two weeks prior to finals no Studies will be posted. Please do not wait until the last minute to complete your studies. If your research assignment is incomplete when the semester ends, this unfinished work may affect your course grade. If you receive an incomplete due to your research requirements, you will not be able to enroll in more studies until the next semester. However, your instructor may let you complete the assignment by letting you do the Alternate Research Assignment they offered at the beginning of the semester.

***If you have any problems completing your Research Credits contact your instructor well before the end of the semester. The Instructor submits your grade and is the only person who can grant you an incomplete to allow you to make up the requirements.***

### **Assistance and Limitations**

*If the Research Area student assistants or Research Coordinator are in, you will have to wait to speak to them. Do not call the main office about your research needs.*

The Psychology Department office is a resource for the department students and faculty. Each member of the staff has a unique job and schedule of duties and they are to be treated with respect by all students. The office staff is a last resort when it comes to Research Area concerns.

Staff in the department's main office will not be able to aid you in some ways that the Research Area can. Services the Psychology Office will not provide include:

- Neither office will print schedule sheets for you.
- The office will not print Record Cards for you.
- The office will not have a list of study times.
- The office will not have a listing of Research Area rooms and scheduling.

It is your responsibility to print all forms needed for your experiment, so please print them out before you arrive. If you forget, you will have to go find an open computer lab and print one out. If no lab is open, the library will be your closest printing station.



## General Information

The Sona Systems Experiment Management System is located online at <http://csun.sona-systems.com>.

The Research Area will automatically enroll you into the Sona Systems database for participants. However, you will need to complete the department prescreen questions to qualify for some studies.

The system should automatically send your username and password to your CSUN email address. You must use your official CSUN email address. This will not be the same username and password as your CSUN email.

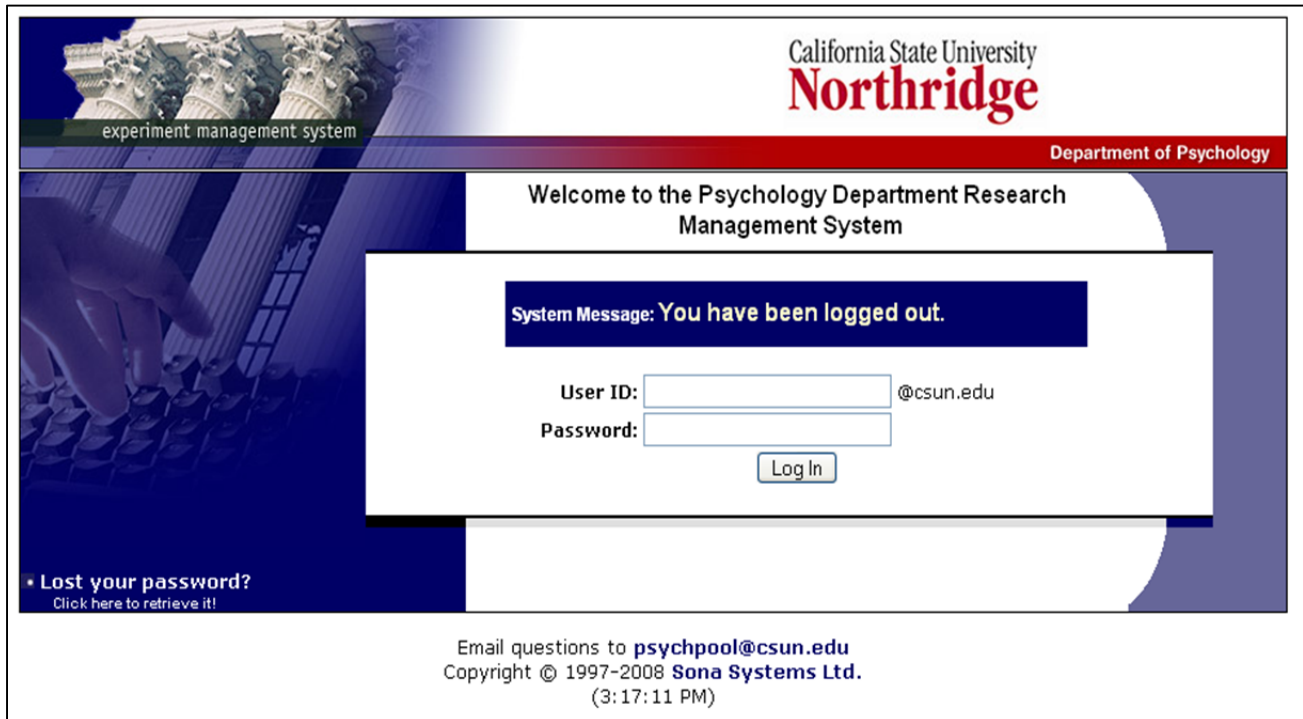
Do not change your system password. The administrators will automatically setup a password for you and your access to research will be halted if you change your password.

Experiment information, including sign-up times, will be available on the web at <http://csun.sona-systems.com/default.asp>. You must have a login provided by the Department of Psychology to use this website. A log-in will be generated automatically and sent to your CSUN email address. Please contact the Research Coordinator at [psychpool@csun.edu](mailto:psychpool@csun.edu) if you do not receive a log-in by the 4th week. The Research Coordinator's office is located in SH 333-G.

Participants must log into the system by the end of the 4<sup>th</sup> week.

## How to Sign Up for Studies

Open your preferred web browser and go to the Sona Systems site located at <http://csun.sona-systems.com>. You will see a screen like the one below.



California State University  
**Northridge**

experiment management system

Department of Psychology

Welcome to the Psychology Department Research Management System

System Message: You have been logged out.

User ID:  @csun.edu

Password:

Log In

Lost your password?  
Click here to retrieve it!

Email questions to [psychpool@csun.edu](mailto:psychpool@csun.edu)  
Copyright © 1997-2008 Sona Systems Ltd.  
(3:17:11 PM)

Figure 1: Sona Systems Login Page

Log on to the system with your User ID and Password. (They should be mailed to your CSUN email account.) Once you insert the correct information you will see one of two screens. Most likely you will see a screen that asks you to complete the Prescreen questions. Please complete the questions online at this time.

*Tip:*

*The Prescreen questions can qualify you for special experiments which can be worth more points.*

Once you complete the Prescreen questions you should see the following screen. (See Figure 2.)

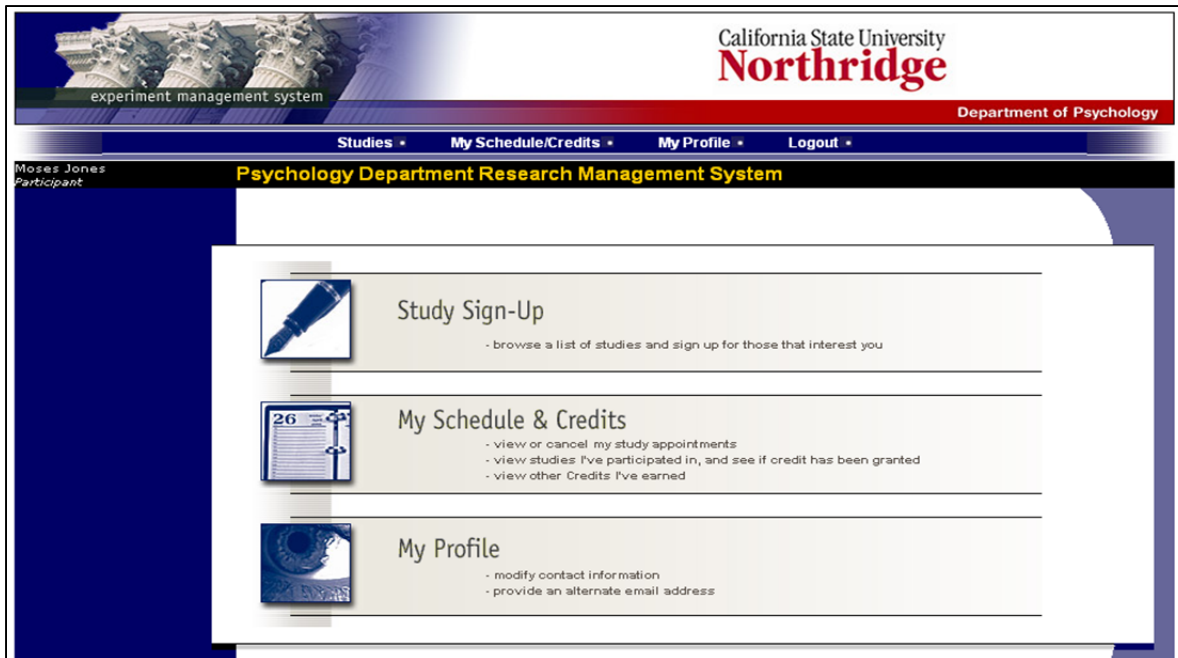


Figure 2: Sign in Screen

To sign up for a study, click on the picture of a pen or the text that says "Study Sign-Up." On the next screen you will see a list of studies that are open for you to sign up for. It should look something like the example below.

*Tips:*

*If no studies show up at this point there are no studies open for you. Early in the semester, around weeks 4-6 there are not enough Researchers who have experiments ready to start.*

*Studies will fill up quickly. It is possible studies were available earlier in the day, but they are now full. More studies will be listed. (Typically there are over 150 studies in a semester.)*

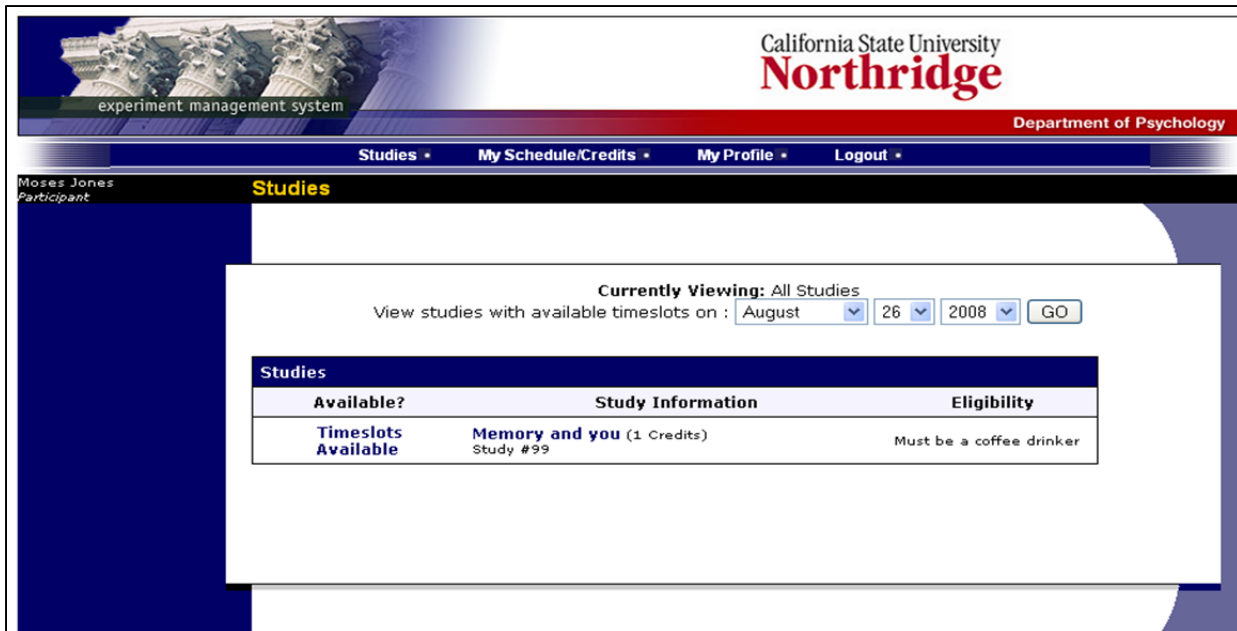


Figure 3: Studies Available Screen

Read the eligibility requirements on the right hand side of the study. If you wish to sign-up for this study, make sure you meet the requirements.

*If Sona Systems allows you to sign-up for a study that you are not eligible for you will not receive credit for it.*

Once you have confirmed that you meet the eligibility requirements, you can look at the study information by clicking on the study title. In the example the study is titled “Memory and You.” (The experiment titles will be generic in the system. Expect to see all titles listing only the experiment number.)

By clicking on the link you will be brought to the information page on the particular study. In this example the information page would look like Figure 4. If you are interested in this study you will be able to sign-up for a timeslot by following the directions below.

*Make sure you don't sign up for the same experiment more than once. You will not be allowed credits for attending twice.*

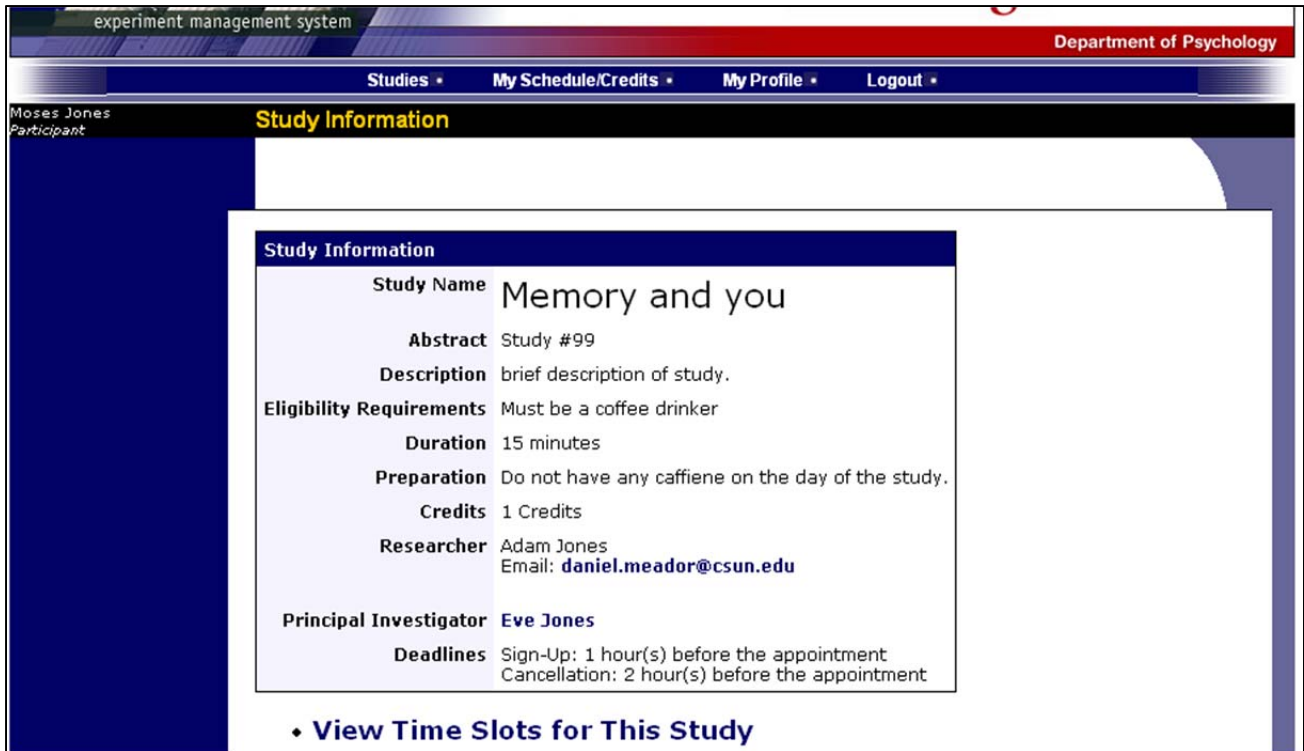


Figure 4: Example Information page

Make sure to read the description and make sure you are comfortable with the subject matter. (In a real study, the description could be a short paragraph.) If you are interested in signing up for the particular experiment, click on the link near the bottom of the screen that says, “View Time Slots for This Study.”

*Do not email anyone to sign-up. You MUST sign-up by following the directions listed.*

Once you click on the Timeslots link, you will be brought to the times that this experiment is available. If there are multiple options available for you, decide which one best fits your schedule. Figure 5 is an example of what you might see.

*Do not skip another course to participate in research.*

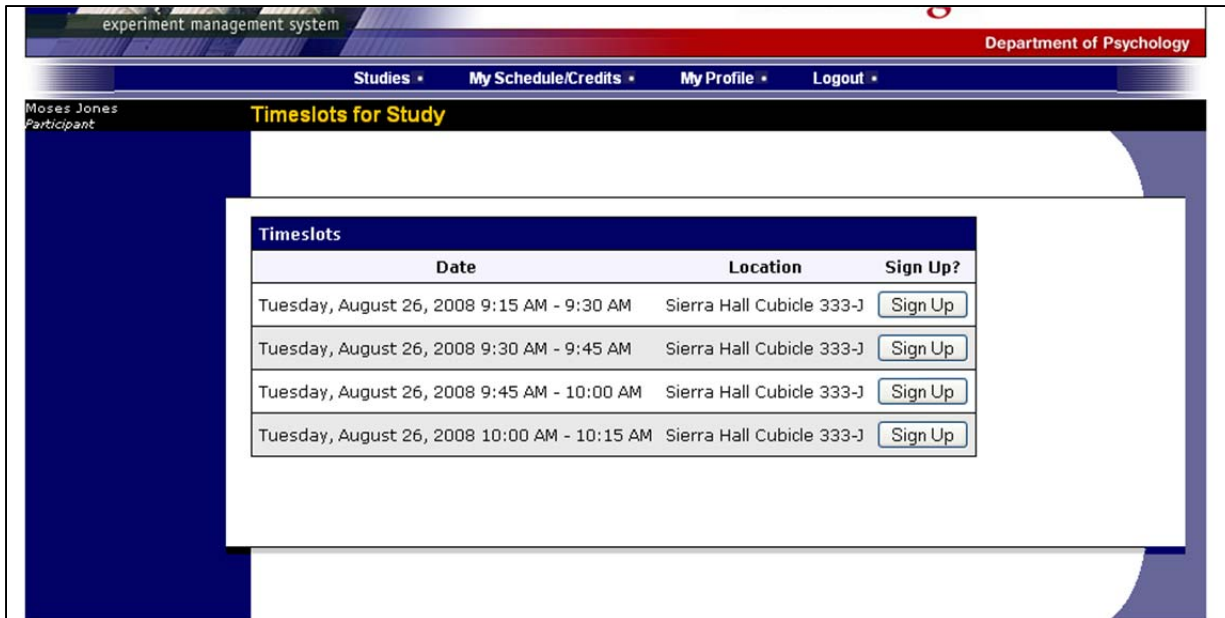


Figure 5: Choosing Timeslots Screen

Once you have chosen the time that fits your schedule, click on the button for the specific time that you want by pressing the button that says “Sign Up.” After clicking the button you will see a page that says “System Message: Signup Successful.” Figure 6 is an example of what that page will look like.

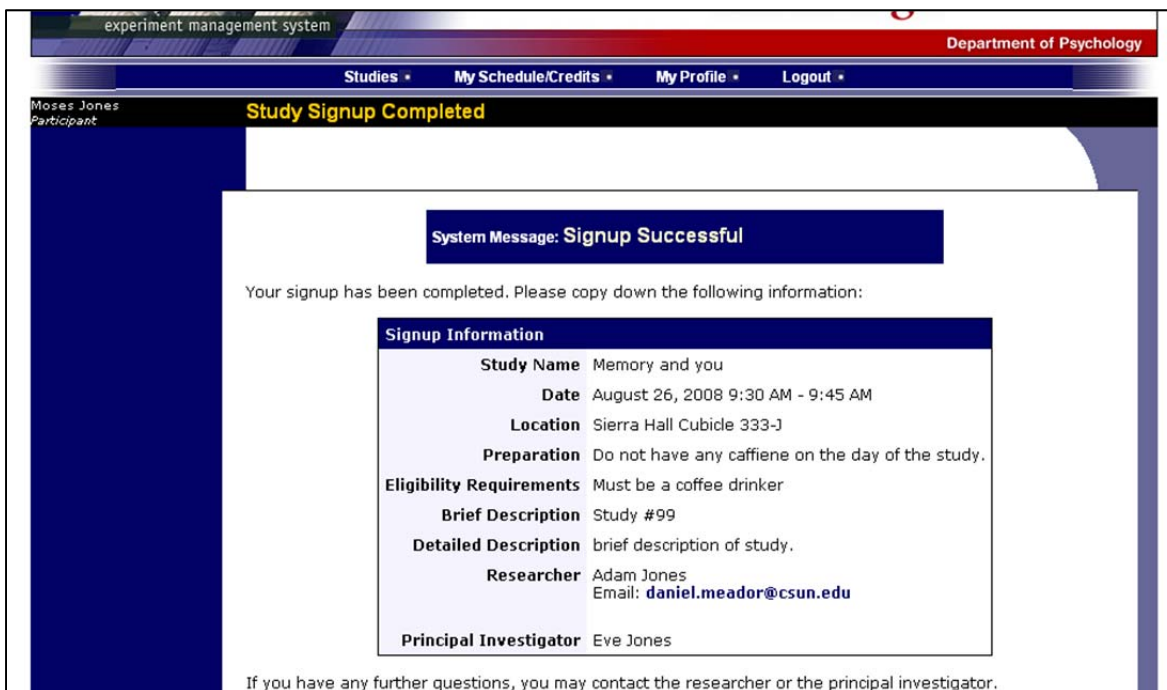


Figure 6: Signup Success Screen

You are successfully signed up for your study. Make sure to write down, on your Record Card, where the study is by listing what study number, the date and time, the room number, the title of the study, and how many credits you can expect.

Sona Systems will also send your official CSUN email a confirmation of your signing up for the experiment.

**REMEMBER TO DOUBLE CHECK YOUR ROOM NUMBER THE DAY OF, EITHER ON SONA SYSTEMS OR AT THE “DAILY STUDY POSTING” BOARD OUTSIDE OF SH 322. MANY TIME ROOMS CAN CHANGE BEFORE THE STUDY STARTS.**

## Checking your study status

After logging onto Sona Systems, click on the link in the header bar (near the top just and under the logo) titled “My Schedule/Credits.” Any experiments you are entered into will be shown on this page. You can also check the credits box to see how many credits you have earned throughout the semester. (Please give the researchers a week to enter credits.) Figure 7 shows an example of the My Schedule and Credits page.

California State University  
**Northridge**  
experiment management system  
Department of Psychology

Studies • My Schedule/Credits • My Profile • Logout •

Moses Jones  
Participant

### My Schedule and Credits

#### Credit Information

Credits
Credits Earned 0
Credits Requirements 10

#### Study Sign-Ups

Study	Time	Location	Credit Status	Comments	Cancel?
Memory and you (1 Credits)	August 26, 2008 9:30 AM - 9:45 AM	Sierra Hall Cubicle 333-J	Awaiting action from researcher.		<input type="button" value="Cancel"/>

You may cancel a study sign-up up to 2 hours before the study is scheduled to occur. Any penalties accrued are deducted from your Credits earnings.

Figure 7: My Schedule - Credits Page

*Remember... when you choose to take part in a research study, you undertake a responsibility that is important to the successful continuance and productivity of that research. It is vital that you give an honest effort in all your experiment participation. Please do not discuss the details of any study with fellow classmates who have yet to participate as that can distort research data.*



## **Cancelling a Study**

If you must cancel a study, please do it as early as possible so another student can sign-up for your unused timeslot. A participant must also make sure to cancel a study prior to two hours before the experiment start time. After the two hour window is closed, nobody can cancel your participation and no other students can sign up for your timeslot.

*Please be considerate of others when signing up or cancelling your participation by doing it as soon as possible.*

After logging into Sona Systems, click on the link in the header bar (near the top just and under the logo) titled “My Schedule/Credits.” Any experiments you are entered into will be shown on this page. Click on the button next to the study that says “Cancel.” (shown above in Figure 7) Once you have clicked on the cancel button, you will see a page titled “Cancel Study Signup” and there will be a large notice asking, “Are you sure you want to cancel this signup?” If you are sure you need to cancel, click the bar titled “Yes, I want to cancel” like the one shown below in Figure 8.

*Tips:*

*Sometimes it is hard to get back into studies you have cancelled. Make sure you are positive you want to enroll or cancel before executing any function in Sona Systems.*

*You should receive an email automatically if you have cancelled your participation in a study before the two hour window. If you do not receive a study, log in to Sona Systems to make sure you have cancelled properly.*

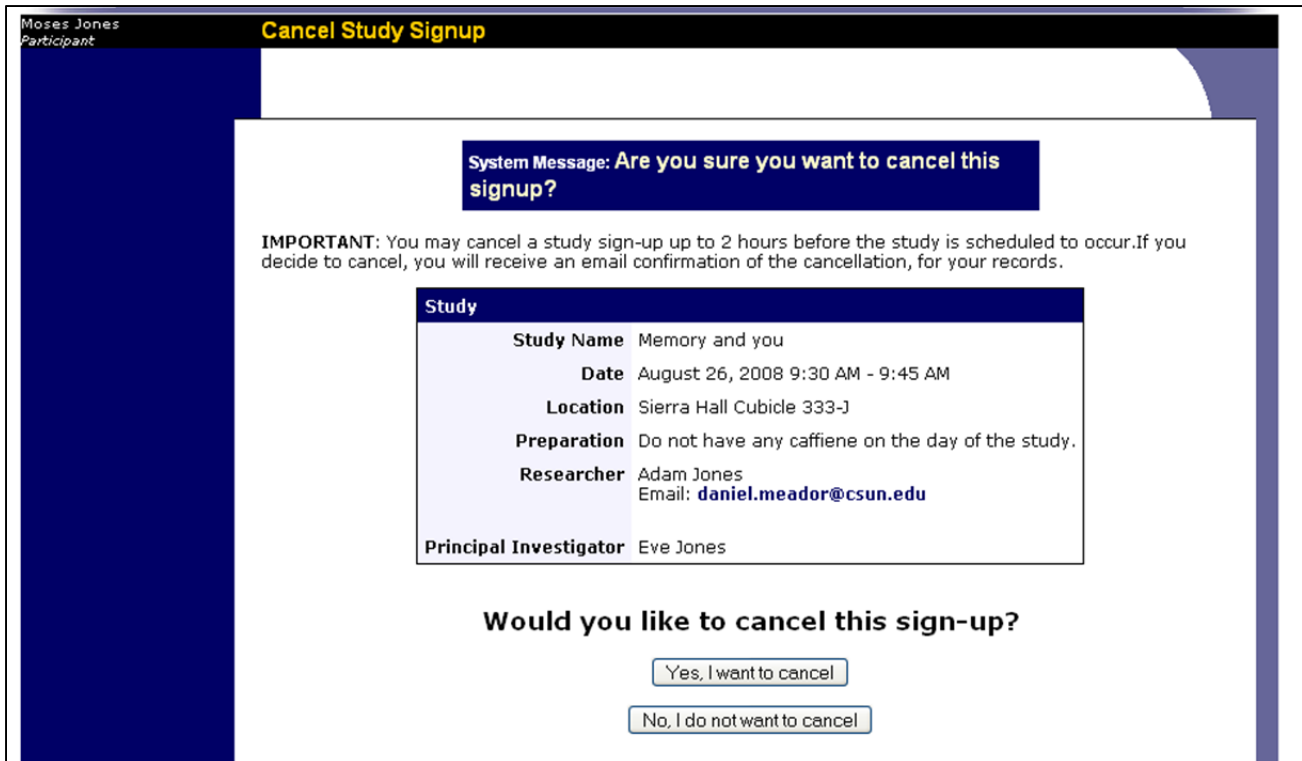


Figure 8: Cancel Study Signup page

Once you have officially canceled the study you will see a page with a message that states, "Cancellation Successful." You will also receive an email to your official CSUN email address confirming your cancellation.

If you have cancelled and later decide to sign-up for that study again, you will have to sign-up with the normal sign-up process.

**... you cannot keep a Research Appointment?**

There are many reasons why after signing up for a study you might not be able to participate. If this happens to you, anytime up to two hours prior to the study go to <http://csun.sona-systems.com/>, go to Log On, then to View Your Appointments. Find the study you wish to cancel, go to the far right hand side of the page and click on *(cancel)*.

*Keep in mind that students or faculty are counting on you to keep your appointment, if you cancel at the last minute they will not be able to replace you.*

**...you have to cancel with less than two hours?**

**SONA SYSTEMS WILL NOT ALLOW YOU TO CANCEL BEYOND THE TWO HOURS PRIOR TO YOUR STUDIES START TIME.**

If you are signed-up for a study (two hours prior to your start time), and are unable to get to a computer, contact the Research Coordinator's Office at (818) 677-2815. Likewise, if it is after the two hour deadline to cancel the research yourself, you must contact the Research Coordinator's Office to have them cancel you participation, either by e-mail ([psychpool@csun.edu](mailto:psychpool@csun.edu)) or phone ((818) 677-2815) to avoid receiving a penalty.

*Important Tip:*

*Contacting the Research Area about your cancellation request does not change the study penalty. It is up to the Researcher to decide if you should still receive a penalty or be allowed a chance to make-up your participation.*

If there should be any other problems or question regarding your inability to show up for a study, please email the Research Coordinator's Office at [psychpool@csun.edu](mailto:psychpool@csun.edu). All efforts will be made to ensure that your Researcher is notified.

When cancelling at the last minute, there is no guarantee that you will not be penalized. All efforts will be made by the office to avoid giving penalties; however the responsibility lies upon the student to cancel all appointments in a timely manner.

**IF YOU FAIL TO APPEAR FOR THREE STUDIES IN ONE SEMESTER YOU WILL FORFEIT YOUR PARTICIPATION PRIVILEGES AND MUST THEN DO THE ALTERNATE RESEARCH PROJECT. NO EXCEPTIONS.**

### **...you fail to appear?**

If you have not cancelled your study, via computer, or by contacting the Research Coordinator (more than two hours prior to your start time) the Researcher will automatically assign a penalty to you. *Any penalty assessed will be equal to the number of credits that the study was worth.* (For Example: If the Study you missed was worth two credits, you would add two credits onto what your Requirement is.)

We understand that emergencies can occur making it impossible for you to cancel a study within the time deadline. Excusable absences would include hospitalized illness, death in the family, and car accidents. In the event of such extenuating circumstances, please contact the Research Coordinator's Office – at [psychpool@csun.edu](mailto:psychpool@csun.edu) or (818) 677-2815 – as soon as possible. You may be asked to supply a written excuse on letterhead stationery from your physician, or bring a copy of your accident report.

The following are NOT legitimate excuses:

- Forgetting about the experiment
- Over-sleeping
- Getting lost
- Not being able to find a parking space on campus

### **...the researcher fails to appear?**

Sometimes the unexpected happens to the Researcher. If the Researcher does not appear within ten minutes, double check the “daily posted studies” board outside room SH 322. Double check your experiment room, time and date. Make sure you are in the right location, at the right time, on the right date.

If all this information was correct, see the Research Coordinator in SH 333-G and upon verification, the Coordinator will give you full credit and debrief you (tell you what the study was about).

#### *Tips:*

*Over 90% of the times a student complains that a Researcher did not appear, the student participant was in the wrong place or it was the wrong day. Double check that you are where you are supposed to be, when you are supposed to be there! Don't forget holidays and vacation days can make a Tuesday seem like Monday, or vice versa.*

### **Other Rights of the Participant**

On rare occasions, you may choose at any time not to continue to participate in a study. If you dislike the study, feel the questions go too far, feel uncomfortable with the study or feel uncomfortable with the researchers actions – for whatever reason – you may ask to be excused. You will still receive full credit for your participation from the Research Area but you *MUST see the Research Coordinator IMMEDIATELY*. Do not expect credit if you waited four weeks to notify the Research Area.

Any person who wishes to register a complaint against any researcher or experiment may do so by notifying the Research Coordinator in SH 333-G directly. **All matters will be dealt with discreetly and efficiently.**

*The Researcher will be notified only about what behavior needs to be addressed in the Experiment.*

*Your professor will not be notified unless the situation demands it.*

*The Researchers professor will not be notified unless the situation demands it.*

**NO STUDIES WILL BE POSTED OR RUNNING  
AFTER FRIDAY, NOV 30TH FOR THE  
SEMESTER.**

RECORD CARDS

Below you will find a sample Record Card.

Make sure that you keep a record of your study participation on a copy of one of these Record Cards. It is advisable to keep a copy of the cards you will turn into your professor. You will turn in your cards to your professor at the end of the semester.

California State University  
**Northridge**

**RECORD CARD**  
PSYCHOLOGY RESEARCH AREA

General Instructions:

- Bring this Record Card with you to every experiment.
- Research Experiments are listed at <http://csun.sona-systems.com/>.
- When logging in, you will need your CSUN email address and a password.
- Click the "Studies" icon to choose a study to participate in.
- Make sure you read the description of the study and make sure the timeslot you choose does not interfere with another course you have.
- Some studies have restrictions listed. You will not receive credit if you sign up for a study that you do not qualify for.
- As soon as you sign up, you will receive an email with the study information on this Record Card.
- Make sure to get the signature of the researcher.
- You must cancel your experiment you will be unable to attend to avoid a penalty.
- Typically you will receive your credits every few weeks.
- Keep a copy of this form for your records.
- Once completed, turn this signed Record Card into your professor.

(Please Print Below.)

Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Professor's Last Name: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Class Meeting Days: \_\_\_\_\_ Class MTG. Time: \_\_\_\_\_

Study #	_Date_ Time	Room #	Title of Study	Researcher's Signature	Credits

For detailed instructions see the Participant Information Packet

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Figure 9: Sample Record Card

In the following pages of your Participant Information Packet you will find pages that can be pulled out and used as your official Record Card.



**General Instructions:**

- Bring this Record Card with you to every experiment.
- Research Experiments are listed at <http://csun.sona-systems.com/>.
- When logging in, you will need your CSUN email address and a password.
- Click the “Studies” icon to choose a study to participate in.
- Make sure you read the description of the study and make sure the timeslot you choose does not interfere with another course you have.
- Some studies have restrictions listed. You will not receive credit if you sign up for a study that you do not qualify for.
- As soon as you sign up, carefully write down the study information on this Record Card.
- Make sure to get the signature of the Researcher.
- You must cancel any experiment you will be unable to attend to avoid a penalty.
- Verify you have received your credits every few weeks.
- Keep a copy of this form for your records.
- Once completed, turn this signed Record Card into your professor.

For detailed instructions see the Participant Information Packet.

\_\_\_\_\_  
Participant’s Signature

\_\_\_\_\_  
Date

(Please Print Below:)

Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Professor’s Last Name: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Class Meeting Days: \_\_\_\_\_ Class MTG. Time: \_\_\_\_\_

Study #	_Date_ _Time	Room #	Title of Study	Researcher’s Signature	# of Credits



PARTICIPANT INFORMATION PACKET SIGNATURE FORM

I hereby certify that I have read and understand the above information contained in the Participant Information Packet. By signing this form I agree that I will abide by the guidelines stated in the Participant Information Packet including the sections titled "Keeping a Record of Your Research Participation", "The Participants Responsibilities" and "What happens if you fail to appear?"

I understand that my participation in human subject research at California State University, Northridge is directly connected to part of my professors grading requirements. I understand that receiving a penalty from my involvement in human subject research can alter my course grade and is solely up to the discretion of my Psychology 150 or 250 professor.

\_\_\_\_\_  
Course (PSY 150/250)

\_\_\_\_\_  
Professor Name

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE TURNED INTO YOUR  
PROFESSOR BEFORE YOUR FIRST  
EXPERIMENT.**