

## Procedures for Running Psychology Experiments

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- 1) You can not recruit or run subjects until you have received ethics approval from the Psychology Department human research coordinator.
- 2) Reserve a room for the times that you are going to run. Whenever possible, please use a regular classroom (reserved via the registrar's office). You may reserve Moyer 026 using the sheet in the Psych Dept office, and all other basement rooms using the sign-up sheets on the bulletin board in the basement. Please only sign-up for times you really need; we need to share use of rooms with other students and faculty. Speak with your professor to see if campus safety needs to unlock basement rooms (including Moyer 026) for you on weekends or during evening hours.
- 3) Complete the standard sign-up sheet, available on the Psychology Department website. If you have restrictions on who should sign-up, write the restriction in a colored pen so it is noticeable.
- 4) Important – cross off any empty lines at the bottom of the sign-up sheet or students will fill in their own dates and time!
- 5) Give any materials that you need photocopies of to Mrs. Larimer at least 3 days before you need them. They have to go to the Print Shop to be copied. It costs the department much more if we make lots of copies on our own copier. Using a printer to make copies wildly expensive because of the cost of toner.
- 6) Post your sign-up sheets on the bulletin board next to the Department office. So we have room for all experiments, put multiple sheets on top of one another and tack securely.
- 7) Make sure you have all the materials you need before you begin your first session (e.g., copies of all your materials, informed consent, debriefing, the participation receipt, pencils, pens, etc.).
- 8) You can get copies of the participation receipt in the Psychology Dept. office. Fill this in with the person's name and give it to them when they have completed your experiment. Tell them that this is their receipt and NOT to give it to their professor. The professor will receive a list of students in their classes who were in all the experiments (note that many students will also have additional forms or papers to write to receive LOC credit; this varies by professor).
- 9) Before you actually run your experiment – PRACTICE so you know exactly what to do.
- 10) When it is time to run the study, come early to set up. Make sure all equipment is working and the room is set up correctly. \*Note: be sure to include set-up time when signing up for your room.
- 11) While running, be professional at all times – both toward the participants and toward other experimenters. You can dress in a casual manner but be neat and “put together.” No hats, no sweat pants. Also, remember the participant gets credit for showing up, not for completing your study.
- 12) Make sure you accurately record the condition(s) you ran on each questionnaire (if relevant). You can also start putting the data into SPSS as you get it (but don't create scales or re-code variables – SPSS will not automatically update new data entered after you do that).
- 13) After each run – put the informed consent forms in the box for the Subject Pool Coordinator in the Psych Dept. office. DO NOT keep them until you are finished. Hand them in each day. The names on these consent forms are entered into a database. This is the way in which participants receive LOC credit.
- 14) Make sure you clean up the experimental room you are using each night. Do not leave materials on counters, etc. Remember that other faculty and students are also using those rooms.