Research Participation Requirement for EDPS 2600

Participating in research is an important component for students enrolled in an educational psychology course. To effectively use research in your profession, it is helpful to know how research is generated. The Education Psychology Subject Pool allows students to participate in research that has been approved by the University of Utah’s Institutional Review Board (IRB). For your participation in research (Option 1), you will earn course credit. Alternatively, you can satisfy this research requirement and earn credit by completing Option 2, which requires students to read a selection of chapters and pass a set of multiple-choice tests on the readings. How you wish to satisfy this requirement is your choice.

Regardless of which option you choose, you must register for the appropriate course and section with the Online Subject Pool system in order for your instructor to receive information about your participation and earned credits.**

**Option 1:** Option 1 entails participating in research studies conducted by students and faculty in the Educational Psychology Department. The total amount of time you are required to participate is two hours. Your two hours worth of research sessions must be completed by Friday, December 9 at 5pm. This gives you approximately 15 weeks to complete the requirement. It is safest to sign up and complete the requirement early in the semester, because sessions later in the semester can become full if too many students delay.

**Scheduling Your Appointments**
To schedule the two appointments, go to the website:

http://despina.ed.utah.edu:8180/subjectpool/

You will need to log in with your UNID and password. See the attached sheet for more information on how to use this website.

You may only sign up for each experiment once, so please note the name and number of the experiment when signing up for sessions.

Note: You MAY NOT transfer credits earned through the Psychology Department’s Subject Pool to the Educational Psychology Department’s Subject Pool. These are separate pools, run through separate websites, and are used by separate departments.

**Guidelines for Earning Credits:**

a. For each one-hour session successfully completed, you will earn one credit toward your research participation requirement.

b. Failing to cancel an appointment and not showing up will result in a loss of credits equivalent to the duration of the missed appointment (e.g., one credit would be lost for a missed one-hour appointment). Any credit loss due to a missed appointment can be made up by successfully completing another research appointment via the same subject pool at a later point in the same semester.

c. In the event that you show up for a scheduled appointment, but the research assistant or principal investigator responsible for the scheduled study does not show up, you will still receive credit for the scheduled session. To ensure that you receive credit in this situation, you should contact the subject pool administrator, Dr. Anne Cook, via the following email address: edps-research@ed.utah.edu.

d. Full completion of, or failure to complete, the research component of the course can only augment or reduce a student’s course grade by a maximum of one grade level (e.g., B to B+, or reverse).
**Laboratory Hours**
Your participation is greatly appreciated, and of great importance to the research. As we know that each of you has very busy schedules we will do our best to accommodate you.

Arriving for your appointments at the times you have scheduled is **VERY IMPORTANT**. Rescheduling for missed appointments may be difficult. If you need to change an appointment please be sure to contact the laboratory at least 24 hours before your scheduled time. It is also important to be **ON TIME**. Typically there will be several participants during each session. It is very disruptive when someone arrives late. If you arrive several minutes late you may be informed that you will need to reschedule your appointment.

**Appointment Locations**
The *Laboratory for Cognition and Development* is located in the Annex Building in Room 1137. The building is located northeast of the Huntsman Center and houses a branch of the University Credit Union. Please see the attached map for directions.

The *Reading Lab* is located on the third floor of MBH, in Room 308S, near the elevators.

The *Psychophysiology Lab* is located on the second floor of MBH, in Room 206, down the hall from Instructional Media Services.

Most of the appointments will be scheduled for one of these three locations, but there may be some studies that are conducted elsewhere. When your appointment is confirmed, please make note of where you should go.

**Option 2:** If you do not wish to participate as a research subject, you may complete the research requirement by reading two book chapters on educational research methodology and taking a multiple-choice test on each selection. For each selection, reading the chapter and taking the accompanying quiz should take you about one hour. Our goal is that option 2 consumes as much time as option 1. If you have participated in a portion of option 1 but decide to withdraw as a research participant for any reason, you may complete the requirement by performing a pro-rated portion of option 2. If you select Option 2, you may pick up the readings and tests (one at a time) from the Educational Psychology Department Secretary, in Milton Bennion Hall, Room 327 during normal operating hours.

If you complete Option 2, credits will appear under the Experiment Title “Reading Option” (Exp. # 17123) on the Online Subject Pool system.
Web-Based Subject Pool
Guide for Students

The new web-based subject pool is designed to list available experiments, manage your participation and credit hours. This system has three interfaces. This guide instructs the use of the student interface.

The student interface allows you to:
- Provide contact information for experimenters to reach you
- Browse through available experiment sessions by date or experiment title
- Sign up for experiments
- Cancel a session 24 hours in advance
- Keep track of your credit hours
- Assign credit across multiple courses (if applicable)

Entering the System
A link for the web-based subject pool can be found on the department homepage, or you can enter the following URL: http://despina.ed.utah.edu:8180/subjectpool/. Click on the student link in the top of the page. You will be asked to enter your UNID and password.

Enrolling the first time
You must enroll in the system your first time by clicking the Enroll link at the bottom of the name and password page. You will need to enter your name, phone number, email, the course and section to which your credit will be applied, your UNID and password. You will only be able to log into the system with a correct UNID and password. It is also very important that you list the proper course and your full name so that your participation information will go to the course instructors at the end of the semester. After enrolling, you will have to login normally.

If you are enrolling for more than one class, begin by choosing one when you enroll for the first time. Once you access your account for the first time there is a link to add additional courses.

Main Student Interface
Upon login, you will be brought to the main interface. The top section allows you to update your email and phone number. This contact information will be made available to experimenters whose experiments you have signed up for. To change the current information, edit those shown and click the Update Email/Phone button.

The middle section displays your current total credit, the course(s) you have signed up for that are participating in the pool and the credit distributed to each. If you are only signed up for one course your total credit will automatically be assigned to this course. If you are signed up for more than one course, you will be required to assign your credit among the various courses. To update these values click the Assign Credit button. Your assigned credit must sum to the total credit and you will be unable to do anything else until this is resolved. Instructors from your course can also give you bonus credit such as do to mass testing. This is kept separate from the assigned credit but is also displayed in this table.

The third portion of the screen is a table of all the sessions you have signed up for. At the top of the table are 6 filter buttons that limit the types of sessions displayed in the table. These are:
- All – All sessions
- Canceled – Sessions canceled by the experimenter or participant
- Docked – Sessions for which you signed up, but failed to attend (or cancel with appropriate notice)
- Completed – Sessions where a participant was given credit for this participation
- Filled – Sessions you are currently enrolled in, but have not yet been given credit for participation
The table displays the date, time, location, status, and contact information for that experiment. In addition there is a link to see specific session details and for canceling the session 24 hours in advance.

*Once you have completed an experiment and you have been assigned credit, the link to see specific session details will change to a link to fill out an evaluation of the study. This evaluation is your opportunity to impact the subject pool process and takes little more than a minute or two to complete. It is also anonymous in that the computer records your responses in a completely different database with no way to attach it back to you.*

Below the table are two links for viewing available sessions. These links only work if there are currently sessions available. The first lists experiment sessions in order of most recent to furthest in the future. The second lists experiment sessions sorted by the title of the experiment.

**Browsing by Date**
Click on the *Browse by Date* link at the bottom of the page. This will provide a table of all available sessions from all experiments. Click on the *details* link to see more details for a given session. Under the details section you can choose to sign up for the session or return to searching.

Some experiments are open in terms of when the session will occur. These sessions will not have a Date or Time indicated in their description. If you choose to enroll in one of these sessions, an experimenter will contact you via phone or email to schedule the session.

**Browse by Title**
Click on the *Browse by Title* link at the bottom of the main student page. The list of available sessions will be sorted alphabetically by the title of the experiment.

**Canceling Sessions**
Once you have enrolled in a session, it will be displayed in the session table on the main student interface. Click on the details link next to the session. At the bottom of the details page, you will be given the option to cancel a session. You can only cancel a session via the web interface if it is 1 day in advance of the scheduled session date. Sessions without dates or sessions within 1 day can only be cancelled by directly contacting the experimenter.

**What experimenters can do**
For some studies, experimenters will contact you directly asking if you wish to participate in their study. You will need to provide your UNID (and only your UNID) for them to enroll you in a session. If you are concerned about an experiment that contacts you, you may contact the Subject Pool Coordinator at edps-research@ed.utah.edu.

Experimenters can cancel sessions, move sessions, and give you participation credit, and dock credit for failing to participate. If an experimenter fails to give you credit or docks you credit for a study for which you showed up, contact the experimenter directly and notify your course instructor/TA. If an experimenter cancels or moves a session to another time, they are obligated to contact you outside of the web-system.

**Final Notes** – If you have any additional questions or problems contact edps-research@ed.utah.edu and include Subject Pool on the subject line of the email.