

BSU Experimentrix
INSTRUCTIONS FOR STUDENTS

As in most major universities, Boise State's Psychology Department asks students in Psyc 101 to participate as subjects in psychology research (or to complete alternate projects). This participation serves two purposes:

- (1) It helps students become acquainted, through personal experience, with the investigative techniques discussed in this course;
- (2) It provides additional research information about human behavior to the field of psychology.

The Department administers this research participation through a Human Subjects Ethics Review Board which screens all research to ensure that researchers conform with ethical procedures and that they contribute to your educational experience. Your participation as a research subject in psychology experiments is voluntary. Should you choose not to volunteer for the experiments, alternative projects are available (see your instructor).

Experimentrix is our web-based system for signing up for your experiments in Psy 101. Below are instructions for how to create an account, how to sign up for and cancel experiments, and how to check your credits at any time.

STEP ONE: CREATING AN ACCOUNT

1. Go to the Experimentrix website, at this web address: <http://experimentrix.com/bsu>
2. Click on the “New User Registration” link.
3. Enter your LEGAL NAME, 9-digit student ID number and BSU e-mail address. **YOU MUST USE A BSU EMAIL ADDRESS OR EXPERIMETRIX WILL NOT WORK!!**
4. You will receive an email with your logon name and password.
5. Go back to the Experimentrix website home page, and click on “log into my account.”
6. Enter the username and password that you received in the email.
7. THE FIRST THING YOU NEED TO DO is tell Experimentrix in which section of Psyc 101 you are enrolled. To do this, click on “Edit Your Course Selection.” A list of the different sections will appear; click on the one that applies to you. **YOU MUST DO THIS OR THE PROGRAM WILL NOT LET YOU SIGN UP FOR EXPERIMENTS. MAKE SURE YOU CLICK ON THE CORRECT SECTION OR YOU WILL NOT RECEIVE CREDIT.**
8. You will probably want to change your password to something you will remember. To do this, click on “Edit Your Profile” and change the password.

STEP TWO: SIGNING UP FOR & CANCELING EXPERIMENTS

1. Go to the Experimetrix website, at this web address: <http://experimetrix.com/bsu>
2. Click on the “Sign Up for Experiments” link.
3. You will see a list of all the experiments that are currently available. Scroll through these to see which ones interest you. What you will see on this list:
 - The number of the experiment
 - The researcher and experimenter for this study
 - Any restrictions (these will be in bold, such as “**must be left-handed**”)
 - A short description of what you will do in the study
 - A button that says “view schedule”
4. If you are interested in signing up for a study, click on the “view schedule” button next to that experiment.
5. Now you will see more detailed information about the study. Important things to note:
 - The LOCATION of the experiment
 - Times that are available for you to sign up
 - The amount of credit you will receive for this experiment
6. If you want to sign up for a specific time, click on that session. You will need to enter your logon username and password.
7. You should receive a confirmatory e-mail that you have signed up. You will also receive a reminder e-mail the day before the experiment (note, these will be sent to the email address you used when you first created your account).
8. IF YOU NEED TO CANCEL, log in, find the session, and click “cancel.” **NOTE: YOU MUST DO THIS AT LEAST 24 HOURS BEFORE THE SESSION BEGINS.** After 24 hours before starting, you will receive a penalty if you do not attend the session.

When you attend an experiment session for which you signed up, you will be briefed more fully on what to do and what the experiment will be about before the experiment begins. Usually, you will be given an informed consent document that you will be asked to read and sign, indicating that you have been informed about the experiment and are still willing to participate. Should you choose not to participate after being briefed, you will not be penalized in any way. Feel free to decline to participate in any experiment that requires you to do anything that you feel is objectionable.

STEP THREE: CHECKING YOUR CREDIT

1. Go to the Experimentrix website, at this web address: <http://experimentrix.com/bsu>
2. Click on the “Log Into My Account” link. Log in.
3. At the top of the page, you will see “credit balance” in big letters. It will show you the total, the number of positive credits, and the number of negative credits that you currently have.

Note, you can also click on “view your appointments” here to remind yourself when you have experiments coming up. You can **cancel sessions** from this page of the website as well, if you wish.

Be sure to complete the required number of credits before the end of the semester, including making up for any penalties you have received.

YOU ARE RESPONSIBLE FOR CHECKING YOUR CREDITS. IF YOU WISH TO DISPUTE A PENALTY, YOU MUST DO SO WITHIN **ONE WEEK** OF RECEIVING THE PENALTY.

FREQUENTLY ASKED QUESTIONS

1. What are my rights and responsibilities, as a research participant?

YOUR RIGHTS. First, you may elect not to participate in any experiments. Most students find participation in research fun as well as informative. You may, however, elect to do alternate projects instead of participating in experiments. Second, you should be aware that you are free to leave any experiment. There is absolutely no penalty to you for leaving an experiment under such circumstances, and you will receive experiment credit units equal to the time spent. You may also omit answering any question you do not wish to answer.

YOUR RESPONSIBILITIES. When you choose to take part in research, you undertake a responsibility that is important for the successful continuance and productivity of psychological science. It is vital that you participate fully, giving an honest effort in all research situations. You should arrive punctually and in a normal (e.g., sober) condition. If it is found that you have deliberately attempted to sabotage any research project, you will be asked to leave, and you may receive a penalty for that experiment. Also, please do not discuss with anyone the aims and methods of any experiment until that experiment is no longer being run. If you wish to dispute a penalty, you must do so within one week of receiving the penalty.

2. Can I participant in the same experiment more than once?

NO – you may participate in an experiment only ONE time. Experiments are posted throughout the semester and continuously monitored to ensure that each student has ample opportunities to fulfill the requirement. That said, you should not wait until the last week of the semester.

3. How do I cancel an experiment?

See the instructions above, under “signing up for or canceling an experiment.”

4. What if I have an emergency that causes me to miss an experiment?

If you are unavoidably absent from an experiment, contact YOUR INSTRUCTOR, not the specific experimenter. It is up to your instructor to decide whether or not to remove your penalty. He or she may ask you for written proof of your excuse. Forgetting about the experiment, over-sleeping, getting lost, etc., are not legitimate excuses. Experimenters CANNOT remove penalties under any circumstances.

5. How late can I be to the session?

If you are over 5 minutes late, you will be PENALIZED for missing the session. The reason this is necessary is that most experiments have instructions that are read at the beginning of the session. The time is based on the experimenter’s watch or clock, not yours.

6. Can I leave when I’m done with the study?

You must wait until you have been officially excused from the session before leaving. In other words, if you are in a large group filling out a survey, in some cases the experimenter will allow you to leave when you are done, and in some cases you will be required to wait until everyone is done. The reason for this is most commonly because the experimenter needs to debrief the entire group at the same time. Remember that you committed to the full time slot of the session, and therefore should not expect to leave early.

7. What happens if the experimenter doesn’t show up?

Should your experimenter not show up for a session, wait at least 10 minutes; then go immediately to the Psychology Department main office on the 6th floor of the Education Bldg (if during office hours). Most often it will be the case that you wrote down the wrong time or location of the experiment. If you are on time and at the correct location but the experimenter did not come to the session, you will receive credit for the session.

8. What is a penalty?

If you signed up for a session and did not attend it, you will receive a penalty in the amount of credits you would have received (in other words, if the experiment were worth 2 credits, you will receive a penalty of 2 credits). You must complete the regular number of credits required, PLUS make up for any penalties you have. Thus, if the regular requirement were +4 credits, and you have -2 penalties, you must now complete +6 credits total.

9. What if I have a complaint or want to comment about an experiment?

We are eager to make this experience interesting and enjoyable for you. We are, therefore, interested in any reasonable complaint, comment, or suggestion that you may have. You are encouraged to speak directly to Dr. Eric Landrum, Chair of the Psychology Department (email elandru@boisestate.edu) or to Dr. Wind Goodfriend, Administrator of Experimentrix and member of the Human Subjects Committee (email WindGoodfriend@boisestate.edu).