



**PSYCHOLOGY DEPARTMENT  
PARTICIPANT POOL**

**INFORMATION FOR  
PARTICIPANTS**

**The subject pool is a precious resource that is an essential and valuable component of the department's teaching and research effort.**

**Revised: September 25<sup>th</sup>, 2014**

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# INTRODUCTION

## PSYCHOLOGY DEPARTMENT PARTICIPANT POOL

Welcome to the Psychology Department Participant Pool. Most of the research you hear about in class was conducted within a university setting by psychology professors. A lot of psychology research has involved students enrolled in psychology courses; in other words, people like you.

The Psychology Department at Concordia University is offering you an opportunity to participate in a number of research projects that are being conducted within the department. It is our hope that research participation will broaden your knowledge of psychology and bring meaning to the material you are learning in class. Your willingness to participate is greatly appreciated. Each participation credit is worth ½ mark towards your final grade in any given course. In courses offering Participant Pool participation credits, the instructor will set a maximum number of credits you can earn through participation (maximum is 6 credits). For example, if your instructor offers 6 credits for participation, this means that up to 3% of your final grade may be obtained from participation. However, you may choose to do fewer than 6 credits or none at all; it's entirely up to you. We describe in this document how to find Psychology Department Participant Pool approved studies, and how to arrange to participate in them.

The department believes that participation in research provides an important part of your education in psychology. However, all participation in psychological research must be voluntary. Nobody should be forced to participate in an experiment, or be forced to continue in an experiment that they are uncomfortable with for any reason. Therefore, once you have arranged to participate in an experiment you will have two choices.

1. You can participate in the study. The experimenter will explain to you everything you need to know to complete the study. If you choose to participate in a study, you will receive one participation credit for each hour of your time.

OR

2. You can act as an observer in the study. The experimenter will explain the study, show you what would be done in the study, but no data will be collected from you. If you choose to 'observe' a study, observation will require about an hour and you will receive one participation credit. **YOU MUST INFORM THE EXPERIMENTER ABOUT YOUR INTENTION TO 'OBSERVE' THE STUDY.**

In this document you will find information about how to reach contact people for the studies approved for the Psychology Department Participant Pool. It is our hope that you will learn a lot from participation in research and that the experience will be rewarding. Please accept our best wishes for a great academic year.

Sincerely,

Aaron Johnson, Ph.D.  
Associate Professor, Department of Psychology.  
Chair, Department Curriculum Committee  
(aaron.johnson@concordia.ca)

## Frequently Asked Questions (red question are most frequently asked)

### When can I participate?

Opportunities to participate will be available until the last day of scheduled classes.

### Where can I find out about studies in which to participate?

You can find out what studies are available and who to contact by following the link to “Participant Pool” from the Department’s webpage (<http://psychology.concordia.ca>) or go directly to: <http://concordia.sona-systems.com>. Since January of 2011, the department has been using an online system called the Psychology Research Participation System for managing many aspects of the participant 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 *About the Participant Pool: Information for Participants* and *Basic Rights and Privileges of Research Participants*. Both documents are provided at the end of this manual. Studies and experiments are already posted on our website. Once you have found a study that you would like to participate in, you can use the website booking capabilities to arrange a testing appointment.

### What if I can’t make it to an appointment?

If you are unable to attend the testing appointment that you’ve made, **YOU MUST CANCEL IT 24 HRS BEFORE YOUR APPOINTMENT**. Participants will be automatically sent an email 24-hours before an appointment to remind them to either attend the appointment, or cancel it. If you cancel an appointment, it will have no effect on your grade; it is as if the appointment had never been made.

### What happens if I don’t cancel an appointment? (I FORGET OR JUST DO NOT SHOW UP)

If you do not cancel your appointment ahead of time, you will lose the opportunity to earn a participation credit. You will also lose an additional credit, i.e. one earned credit will be deducted. For example, if you make 6 appointments, 4 of which you keep and 2 of which you don’t keep and fail to cancel, you will only earn 2 participation credits, and you won’t be able to make up the four lost credits by participating in other studies.

### Will I be guaranteed to have a chance to obtain the maximum number of participation credits?

No. Studies are filled on a first-come first-served basis. Therefore, if you would like to obtain participation credits you should check the web page regularly and sign up for studies quickly.

### What if I don’t want to continue participation once I have started an experiment?

You have the right to withdraw from any study at any time for and any reason without any negative consequences. If you would like more information about the ethical conduct of research involving humans, you should visit the following link: <http://www.pre.ethics.gc.ca/eng/policy-politique/tcps-eptc/>

### How is my participation recorded?

The number of points earned will be recorded by the website and sent to your instructor at the end of your course. When you complete a study, all data obtained from your participation will be kept confidential by the researchers and will NOT be communicated to your instructor.

### What happens if I assign the credit to the wrong course or wrong section number?

It is the student’s responsibility to apply the credit to the correct course and course section, as the system does not verify this information. Failure to choose the correct course and section will mean

the student loses the course credit. To avoid this, when you are assigning credit to a course, make sure you know the course number, section number **AND** the instructor's name before assigning the credit.

**What is the last day that I can do a study, and have it count towards the participant pool?**

The last day that credits can be assigned is the 5pm of the last official day of classes (that is, excluding any makeup days). Researchers usually require 24 hours to authorize a credit, so to avoid any issues; the last day you can do a study should be at least two-days before the end of the semester. However, it is highly recommended that if you do want to take part in the participant pool and make sure the credits are assigned on time, then do so earlier in the semester, and not in the last week.

**What happens if I drop a course / section? Can I change credit to another course?**

The system allows for changes in course credit up to the last day of classes for each semester. To learn how to re-assign credit from one course to another, see page 13 of this manual.

**If I have already earned my maximum number of credits, can I transfer credits to another semester?**

No. Credits must be assigned for the current semester, and cannot be transferred or 'banked'.

**What if I have questions or problems with the Undergraduate Participant Pool?**

Please first contact the appropriate research laboratory. If you are unable to resolve your problem with the laboratory, you may then contact Kim Breux (SP146), or Dr. Johnson.

# HOW TO FIND AND SIGN UP FOR PSYCHOLOGY PARTICIPANT 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.

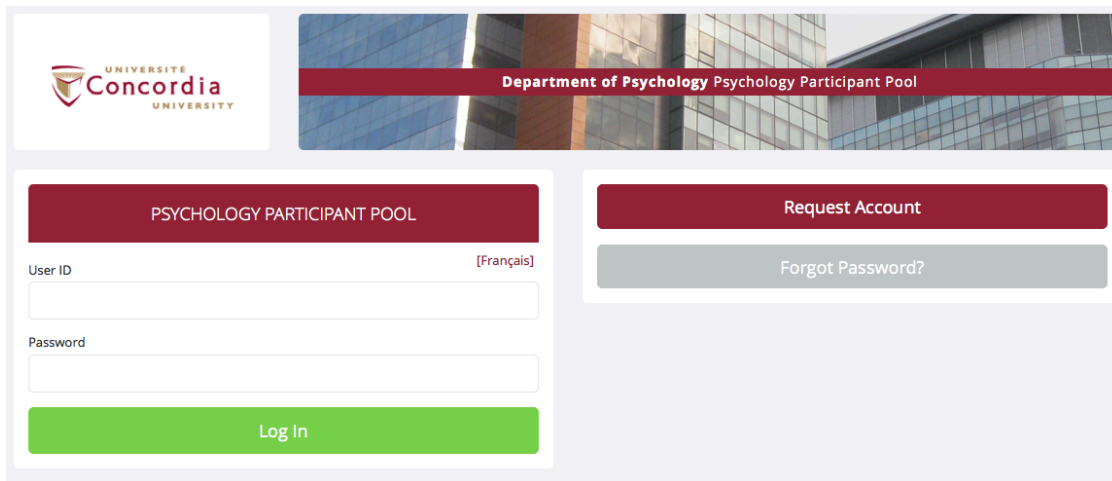
When you are finished, don't forget to log-out.

## Basic Functions

To find and sign up to participate in experiments for course credit, you will now need to go online to <http://concordia.sona-systems.com> and follow these steps:

### Step 1: To Set Up an Account

- 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 <http://concordia.sona-systems.com>). Once you go to this site, you will see a display like this:



The screenshot shows the login interface for the Psychology Participant Pool. It includes the Concordia University logo, a header for the Department of Psychology, and a login form with fields for User ID and Password, a Log In button, and links for Request Account and Forgot Password?

- To create your own account, click 'Request an account here', the statement located at the right 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 Concordia student. Under the option ‘Courses’, select the courses in which you are registered, where you can earn extra credit(s) for research participation.

**UNIVERSITE Concordia UNIVERSITY**

**Department of Psychology Psychology Participant Pool**

Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from `concordia-admin@sona-systems.net`, as emails from the system will often be sent from that address.

You must choose a user ID that is not already in use, and also specify an email address that is not already registered in the system. User IDs may be up to 30 characters in length and contain letters and numbers. This form should only be used by participants. Researchers will have their accounts created for them automatically.

Vos coordonnées de connexion vous seront envoyées dès que vous aurez créé votre compte, ainsi vous pourrez vous connecter immédiatement. Consultez votre messagerie pour obtenir les instructions pour vous connecter. Si vous avez un filtre spam pour votre messagerie, merci de le configurer pour que les emails provenant de `concordia-admin@sona-systems.net` soient acceptés car des emails du système proviendront souvent de cette adresse.

Vous devez choisir un identifiant qui n'est pas déjà utilisé et indiquer une adresse email qui n'est pas déjà enregistrée dans le système. L'identifiant peut avoir jusqu'à 30 caractères et peut contenir des chiffres et des lettres. Ce formulaire doit seulement être utilisé par les participants. Les chercheurs ont leur compte créé automatiquement.

**ACCOUNT INFORMATION**

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Student ID Number

Telephone

Course(s)

CHECK COURSE CREDITS	
PSYC200 BARKER	
PSYC200 COHEN	
PSYC221 CLEMENT	
PSYC223 ETEZADI	
PSYC233 CLEMENT	
PSYC305 02 COOPER	
PSYC305 03 COOPER	
PSYC305 GALINA	

Available Courses

Selected Courses

**Request Account**

- 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 right hand side 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 <http://concordia.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 Participant 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 <http://concordia.sona-systems.com> and enter your User ID and Password) and you will see a screen display like this:

The screenshot displays the user interface for the Department of Psychology Psychology Participant Pool. At the top left is the Concordia University logo. A red banner across the top reads "Department of Psychology Psychology Participant Pool". Below this is a navigation bar with links for "Studies", "My Schedule/Credits", and "FAQ" on the left, and "My Profile" and "Logout" on the right. The user is identified as "TEST UCC (Participant)".

The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES" with a right-pointing arrow.
- My Schedule & Credits:** A list of three items:
  - View or cancel my study appointments (with a calendar icon)
  - View studies I've participated in, and see if credit has been granted (with a star icon)
  - View other Credits I've earned (with a star icon)
- My Profile:** A list of three items:
  - Change password (with a lock icon)
  - Modify contact information (with a person icon)
  - Change your email address (with an envelope icon)
- FAQ:** A link labeled "Find answers to common questions" with a magnifying glass icon.
- Credits Overview:** Two statistics:
  - Credits Earned: 0 (represented by a teal star icon)
  - Credits Pending: 0 (represented by a red star icon)
- Announcement:** A text box containing a note: "Note: All studies must be completed, and credits assigned to the students appropriate course before 5pm on the last scheduled day of class for the semester (i.e., not the makeup day). Credits that are not assigned by this day will be lost."
- Upcoming Appointments:** A text box stating "No Upcoming Appointments" with a calendar icon.



- If you would like to sign up for an experiment, click the green ‘VIEW AVAILIABLE STUDIES’ 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).
- 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 green ‘View Time Slots for This Study’ button, 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’.

Date	Location	Sign Up?
Thursday, October 2, 2014 9:30 AM - 11:30 AM	SP 340.25	Timeslot full.
Thursday, October 2, 2014 1:15 PM - 3:15 PM	SP 340.25	Timeslot full.
Tuesday, October 7, 2014 1:15 PM - 3:15 PM	SP 340.25	<a href="#">Sign Up</a>
Wednesday, October 8, 2014 11:30 AM - 1:30 PM	SP 340.25	Timeslot full.
Thursday, October 9, 2014 1:15 PM - 3:15 PM	SP 340.25	Timeslot full.
Wednesday, October 15, 2014 12:30 PM - 2:30 PM	SP 340.25	<a href="#">Sign Up</a>
Thursday, October 16, 2014 1:15 PM - 3:15 PM	SP 340.25	Timeslot full.

- 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.
- **Note: It is the student’s responsibility to apply the credit to the correct course and course section, as the system does not verify this information. Failure to choose the correct course and section will mean the student loses the course credit. To avoid this,**

**make sure you know the course number, section number AND the instructor's name before assigning credit to the course.**

# 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' button on the top right, 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.

The screenshot shows a web interface for a psychology research participation system. At the top, there is a navigation bar with links for 'Studies', 'My Schedule/Credits', 'FAQ', 'My Profile', and 'Logout'. The user is identified as 'TEST UCC (Participant)'. The main content area is split into two columns. The left column, titled 'My Profile', contains a message about changing information, followed by form fields for Name (TEST UCC), User ID (test\_ucc), Email Address (two boxes), Change Password (with instructions and three boxes), Student ID Number, and Phone Number (555-555-5555). A green 'Update' button is at the bottom. The right column, titled 'Credits', shows 'Credits Earned: 0' and 'Credits Required: 0'. Below this is a 'CHECK COURSE CREDITS' button and a 'Change Courses' button.

- 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 below.

The screenshot displays the user interface for the Psychology Participant Pool. At the top left is the Concordia University logo. The header includes the text 'Department of Psychology Psychology Participant Pool'. A navigation bar contains links for 'Studies', 'My Schedule/Credits', 'FAQ', 'My Profile', and 'Logout'. The user is identified as 'TEST UCC (Participant)'. The main content area is organized into several panels:

- Study Sign-Up:** A green button labeled 'VIEW AVAILABLE STUDIES'.
- My Schedule & Credits:** A list of options:
  - View or cancel my study appointments
  - ★ View studies I've participated in, and see if credit has been granted
  - ★ View other Credits I've earned
- My Profile:** A list of options:
  - 🔒 Change password
  - 👤 Modify contact information
  - ✉ Change your email address
- FAQ:** A search bar with the text 'Find answers to common questions'.
- Credits Overview:** Two statistics: 'Credits Earned' (0) and 'Credits Pending' (0), each represented by a star icon.
- Announcement:** A note stating: 'Note: All studies must be completed, and credits assigned to the students appropriate course before 5pm on the last scheduled day of class for the semester (i.e., not the makeup day). Credits that are not assigned by this day will be lost.'
- Upcoming Appointments:** A message stating 'No Upcoming Appointments'.

- Under the heading ‘View or Cancel my study appointments’, 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 ‘View studies I’ve participated in, and see if credit has been granted’ 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 and a minus one credit will be applied. You are permitted to cancel upcoming appointments for research participation but only if you provide at least 24 hours notice. Failing to show up for an experiment without cancelling your appointment is a big inconvenience to the researcher so it is important that you cancel your scheduled appointments when you are unable to attend them so that you will not be penalized one credit.
- To cancel an appointment you will need to log onto the system, and click on 'My Schedule & Credits'.
- Under the heading 'View or cancel my study appointments', 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'.
- 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.

## CONCORDIA UNIVERSITY

### DEPARTMENT OF PSYCHOLOGY

#### *About the Subject Pool: Information for Participants*

Each instructor in the Department of Psychology is free to decide whether or not to permit his/her students to earn extra credits by participating in research projects. Thus, at the beginning of the course, your instructor should inform you whether or not extra credits (also called bonus points) can be earned in his/her course. This information should also appear in your course syllabus.

There are usually multiple sections of Psychology 200, 310, 315, 333 and 363 where the extra credit option is available.

If the extra credit option is available in one of your courses, the course syllabus will state the number of extra credits you can earn for research participation. The maximum number of credits that can be earned for any course is 3 (three). However, an instructor may specify a lower maximum for his/her course.

At the end of the course, the extra credits you have earned by participating in research are added to your final grade. For each extra credit you have earned, your final course grade will be raised by 0.5%.

If you are interested in participating in a research study, go to <http://concordia.sona-systems.com> where you will find a complete listing of all currently available studies for which you can earn extra credits. You will need to create an account in order to enter the system, to survey the available studies, and to sign up for participating in any of the studies.

Before you sign up for (i.e. make an appointment to participate in) a study, please read the study description carefully.

When you make an appointment to participate in a study, you will receive an email notification identifying the study for which you have signed up, as well as the date, time and place where the experiment will take place. Please keep this note so that you will not miss your appointment.

**It is the student's responsibility to apply the credit to the correct course and course section, as the system does not verify this information. Failure to choose the correct course and section will mean the student loses the course credit. To avoid this, make sure you know the course number, section number AND the instructor's name before assigning credit to the course.**

The Department of Psychology would be grateful if you would bring to its attention any complaints you have about any aspect of your participation in the Subject Pool or in a particular experiment. If you have any complaints you email the chair of the undergraduate committee (Dr. Aaron Johnson, [aaron.johnson@concordia.ca](mailto:aaron.johnson@concordia.ca)).

## CONCORDIA UNIVERSITY

### 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 Concordia University, 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 Dr. Aaron Johnson (Chair, Undergraduate Committee) of any perceived violations of, or questions about, the aforementioned rights and privileges.
8. Participant with concerns about their treatment or rights as research participants may contact the Concordia Research Ethics and Compliance office at Concordia's Office of Research at 514-848-2424 x7481.