

Human Participant Pool (HPP)
STUDENT RULES AND INFORMATION
Spring 2017

HPP TIMELINE

February 17	You must be registered on the HPP Scheduling Site by this date (even if you do not sign up for studies by that time). This means you have to have <u>selected your course and section number for the semester</u> .
February 17	Last day to bring proof of age if you will not be 18 years old by this date. You must bring proof of age (e.g., driver's license, birth certificate) to Dr. Williams in SBSB 3205. <u>You still have to be registered in the HPP system</u> . You will be granted "free" credits based on your birth date.
May 5	Last day to turn in any alternate assignments (these are the summaries of empirical articles for which you can get HPP credit instead of participating in experiments). See below for complete instructions. Due by 5 p.m.
May 12	Last day to participate in experiments for HPP credit

- **IMPORTANT** If a student has more than **TWO unexcused missed appointments**, he or she will not be permitted to participate in any further studies during the semester (**three strikes and you're out**). That means to earn credit the student would have to do the alternate assignments. To avoid unexcused missed appointments, **be sure to cancel your appointment online through the HPP system**.
- If you were registered in the HPP system in previous semesters, you do not have to re-register—you will still be in the system. That means you can use your same username and password that you had in fall; however, you **MUST STILL REGISTER** for your current course and section number.
- A short pre-screen survey is required when you sign up to participate.

Research Participation Requirement

As a class requirement, students enrolled in **Psychology 100, 220, and 230** must earn **8 research participation credits** for each of these classes in which they are enrolled. Each credit involves approximately ½ hour of participation.

Age of Participants

You must be at least 18 years old to participate in experiments. If you will not be 18 by the 4th week of the semester, you must register online with the HPP system and bring proof of age to Dr. Williams in SBSB 3205 by the deadline above.

Penalty for Not Participating in Research

Failure to earn at least 8 credits for each course will result in a ½ step lowering of the final grade for the course (e.g., a student who earned a B in the class, but who has not earned 8 credits, will have his or her grade reduced to a B-; a student earning an A- will have his or her grade reduced to a B+).

Participation in Experiments is Voluntary

If you choose not to participate or wish to discontinue, you are free to do so. However this does not exempt you from the overall research participation requirement. Please see below for instructions on completing an alternative assignment.

Your Rights as a Research Participant

Researchers are required to provide information about the hypotheses/issues being examined, the relevant scientific literature, and how the findings from the research project will add to the scientific literature. If a particular experimenter fails to provide you with this information, notify the Human Participant Pool (HPP) Coordinator. You have the right to be treated in accordance with the American Psychological Association's (APA) standards for the ethical treatment of human participants. If you feel that you have not been treated in accordance with these standards or if you have any other grievance or concern regarding any particular research project or with the research participation requirement in general you may contact the HPP Coordinator (Dr. Carrick Williams in SBSB 3205; hppadmin@csusm.edu).

Availability of Research Studies

The Psychology Program and its faculty will make every effort to provide sufficient opportunities for students to participate in research projects, rather than alternate assignments. However, we cannot guarantee that sufficient opportunities will be available. We recommend that you check the HPP website <http://hpp.csusm.edu> early and often to maximize the likelihood that you will be able to find studies in which to participate.

Cancellation by You

If you must cancel your research participation appointment, you must do so at least 2 hours before it is scheduled or you will **NOT** receive credit and will not qualify for any Incentive (see below) for that study. Important note: Some studies require cancellation by 5 pm the day before the study or 24 hours before; therefore, check the study information.

Assignment of Credits

You are responsible for assigning the credit to your class or classes. If you are in two classes that require HPP credit, indicate them both on the HPP Scheduling System registration. **You must register with the correct section number (e.g., 100-02; 220-03). Without the correct section number, your instructor will not know that you have successfully completed your HPP credits.**

Incentives

In studies where there is a scheduled appointment time for your participation, you will receive double credit for showing up on time at the appointment the first time that you sign up. If you show up late or do not show up the first time that you schedule an appointment, then you will receive the regular level of credit posted when you complete the study. All studies to which this applies are noted "Incentive Available" on the study description online.

Cancellation by Researcher

You have a right to be notified in advance if your appointment is cancelled by the researcher/experimenter. If the *Experimenter* does not show within 10 minutes after the appointment time, you have the right to request credit for participation. Go immediately to SBSB 3222-A to complete a "No Show of Researcher" form from either the Department Administrative Coordinator or Department Assistant.

Alternative Assignment

In place of participating in a research study, you may write a 2-3 page summary and critique of a research article published within the past 6 months from the approved journals below. Each alternative assignment is worth two HPP credits, so make sure to complete enough assignments to fulfill all of the credits that you have remaining. **Failure to follow the instructions will result in a 0 credits for the alternative assignment.** You must still register in the HPP system by the date indicated above.

Note that these summaries must be of empirical articles (i.e., those that have an Introduction, Method, Results, and Discussion) and not review articles. Do not turn in any writing that you have used for any other purpose as this is considered cheating (see information on academic honesty in the *General Catalog* and online CSUSM resources).

Attach a copy of the first page of the article (not the first page of the search results or the abstract from a search) to the back of your paper and include your Name, Student ID#, email address, and the Class for which you want credit (including the section number) on the first page of your paper. You may turn in your summaries any time before 5:00 PM on the deadline posted above to Dr. Carrick Williams in SBSB 3205. **You must select from the journals listed below.**

Academy of Management Journal
Animal Behavior
American Journal of Primatology
Basic and Applied Social Psychology
Child Development
Cognitive Psychology
Computers in Human Behavior
Current Directions in Psychology
Developmental Psychology
Ethology
Health Psychology
Infancy
Infant Behavior & Development
Journal of Comparative Psychology
Journal of Consulting and Clinical Psychology
Attention, Perception, and Psychophysics

Journal of Cross-Cultural Psychology
Journal of Experimental Psychology: General
Journal of Experimental Psychology: Learning, Memory and Cognition
Journal of Gay, Lesbian, and Bisexual Identity
Journal of Memory and Language
Journal of Organizational Behavior
Journal of Occupational Health Psychology
Journal of Personality and Social Psychology
Psychonomic Bulletin and Review
New Directions in Child Development
Personality and Social Psychology Bulletin
Psychological Science
Psychology of Women Quarterly
Sex Roles
Visual Cognition

USING THE ONLINE HPP SCHEDULING SYSTEM

Introduction

The HPP Scheduling System provides an easy method for you to sign up for studies and track your progress through the semester. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Requesting an Account/Registering online with the HPP system

Go to <http://hpp.csusm.edu> where you will see a link on the front page (right side) of the site to request an account. Click the link, and you will be required to provide some very basic information, including the **course number AND correct section number** to which you wish to apply the credit. You then will receive an email notification immediately with your login information.

- User ID is the beginning of your CSUSM email address (without @cougars.csusm.edu)
- The email notification will include login instructions for the system.
- You will be assigned a default password, which you can change after your first login.

Logging In

Once you have your login information, go to the front page of the site and enter your user ID and password. Once you log in, you will be asked to review and acknowledge CSUSM's Institutional Review Board's (IRB) policy for research. After you complete this task, you will see the Main Menu. Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes for security purposes. If this happens, you can always log in again.

Logging Out

When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

Retrieving a Lost Password

If you forget your password, you may choose to have your password emailed to you. You will see an option on the front login page. A new password will be emailed after you submit the form, and should arrive in your email box momentarily.

Changing Your Information

If you would like to change the information about yourself, choose My Profile from the top toolbar.

Viewing Studies

You may view and sign up for studies for which you meet any special requirements. To view a list of studies, click on Studies from top toolbar. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study. Studies that currently have available participation times (timeslots) will have "TIMESLOTS AVAILABLE" listed next to the name of the study. To view more information about a study, click on its name.

Two-Part Studies

Some studies are two-part studies, for which you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

Online Survey Studies

Occasionally we have studies conducted online. If you sign up for one of these studies, you may be taken immediately to the survey. There are no extra incentives (i.e., double credit) for online studies.

Signing Up For Studies

In order to sign up to participate in a study, find the study in which you would like to participate.

- Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study.
- Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers (e.g., studies you must *not* have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.

- The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction.
- If you sign up for the study and you do not meet the restrictions, you will not receive credit for the study.
- Once you have determined that you meet all the requirements, click on “View Timeslots for This Study” and you will see a list of available timeslots.
- Choose a timeslot that is convenient for you, and click *Sign Up*.
- After you click *Sign Up*, you will see information displayed confirming the time and location of the study in which you plan to participate. You will also receive email confirmation. You are now signed up for the study.

Canceling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page.

- Choose the My Schedule/Credits option from top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).
- Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a two-hour (2) time limit before the study is to occur, after which it is too late to cancel.
- Once you click Cancel to cancel your sign-up, you will see a confirmation page.
- You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by cancelling the other study as well). The system will warn you, but will not block the cancellation.
- Click “Yes” to cancel your sign- up, and the sign- up will be cancelled immediately. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar.

- When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. You may also have an option to view how many credits you have earned for each course. Below that, if you have signed up for any studies, those are listed as well.
- In the list of studies, you will see information about your credit status.
- Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it.
- Non-study credit is also listed, when applicable. Non-study credit is granted for writing a paper for the alternate assignment.

Reassigning Credits

If you belong to multiple courses, you may reassign a credit from one course to another.

- To do this, simply use the Reassign link that appears when you view your progress. The link appears under the course entry for each item in your progress listing.

Trouble with the System? Email hppadmin@csusm.edu , speak with your professor, or come to Dr. Williams’s office (SBSB 3205).