REP Experiment Option Instructions

At OSU, ongoing research has significantly contributed to the science of psychology and to the training of students. Your participation as a research participant ensures the continuation of these scientific and educational goals.

What you can expect:
You will be exposed to a variety of techniques and investigative tools used in psychology, as well as current research topics. Please be assured that all research using human participants is carefully evaluated and screened to make sure that your comfort, your rights as an individual, and your personal integrity are preserved.

If you choose the experiment option, you may signal your informed consent to participate in experiments by clicking “Enroll” on the REP web site. When you arrive at an experiment, the researcher will provide additional information about that particular study. If you find a particular experiment disturbing once you have begun, you may withdraw without penalty and still receive full credit. In such instances, we ask that you report your experience to the REP Office.

At the conclusion of each experiment, researchers will provide a debriefing that explains the purpose of the experiment and the ideas behind their research. This is your opportunity to ask questions and learn more about how psychological research is conducted. A thorough debriefing is your right and will help enrich your learning in Psychology 1100.

Requirements for the Experiment Option:

You must be at least 18 years old to participate in experiments. (Minors must enroll in the PAPER option.)

Your course requirement for REP is 28 points of research credit.

- As you schedule sessions, the first 7 hours (by session date) in your schedule will count 4 points per hour.
  - You do not earn points for any sessions you miss, but they do stay in your schedule as marked absences and count towards your first 7 hours of enrollment.
- Additional sessions beyond the first 7 scheduled hours will count 2 points per hour. These first 7 scheduled hours include hours marked as absent.

You may earn up to 8 points of extra credit beyond the 28 required points by:

- Participating in online prescreening at the beginning of the semester (2 points)
- Completing extra research experiments (2 points per hour)
Instructions for Completing the Experiment Option

STEP 1: Go to REP Online

- What is REP Online?
  REP Online is a website that the Psychology Department developed to allow students to sign-up for Psychology experiments online. The REP Online website address is:

  **Web Site:** [http://rep.psy.ohio-state.edu/](http://rep.psy.ohio-state.edu/)

  **Username:** Your last name.##@osu.edu
  Remove “buckeyemail” from your address. Messages will forward to your email account.

  **Password:** Your password is sent to your email address when you activate your account. Please keep it private. For additional help, email the REP office: [ASC-PSY-REP@osu.edu](mailto:ASC-PSY-REP@osu.edu).

- Note: The experiment option website is completely different from the Carmen (Canvas) website.
- The Safari browser is NOT compatible with REP. Use any recent version of Firefox, Google Chrome, or Internet Explorer web browsers to access REP.
- You should access Carmen (Canvas) from a computer to view all information on the page.

STEP 2 (Optional): Fill out early prescreening questions

- If you would like to earn 2 extra credit points toward your final grade and possibly be invited to participate in studies that are invitation-only, click on the yellow “Prescreening” button located under the Enroll tab, then follow the directions.

REP Account

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Enroll</th>
<th>Invite</th>
<th>Prescreening</th>
</tr>
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<tbody>
<tr>
<td>Open Enrollment</td>
<td>Invites</td>
<td>Prescreening</td>
<td></td>
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<tr>
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<td>End Time</td>
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</table>

STEP 3: Enroll in experiments

When you log in, the Schedule tab displays a list of experiments you are enrolled in.

- To display upcoming experiments, click the “Enroll” tab. You may view Invite-Only experiments by clicking the “Invite” link below the Enroll tab (see image above).

- To read an experiment description, click on the Details link on the right (circled below): this will tell you what the experiment involves, how long it lasts, how much credit you can earn, and whether there are any prerequisites for participants. Experiments can vary in how long they last. (Many are for 0.5 hours, and some are for 1 hour or more.)
To sign up for an experiment, first make sure you have no class or other conflicts. Read the experiment’s description, then click on “Enroll in this session”. Finally, check your Schedule tab to confirm your enrollment.

- NOTE: Some experiments may have prerequisites listed in the description. Some example requirements are: knowledge of a foreign language, participation in certain prior or future experiments, or gender restrictions. **You will not receive credit for an experiment if you do not meet the requirements.**

- The REP Office does not have control over when researchers post experiments. There may not be many experiments listed at the beginning of the semester, but more will appear soon. Please do not worry if you don’t see many experiments right away. You have the entire duration of the semester to fulfill your requirement.

- Experiment sessions can sometimes fill up extremely quickly. It is in your interest to check the listings frequently.

- If you want to sign up for an experiment on the day of the session, be SURE that you have no scheduling conflicts. The REP system will not allow you to cancel the session within 2 hours of the start time. Only researchers can remove you during that time frame, so you should email the experiment’s researcher with the reason you must cancel.

To see experiments you have enrolled in, click on the “Schedule” tab. This will allow you to display the experiment details (description, start time, location, duration) and contact the experimenter.

- Please bring a record of the experimenter’s name, start time, and waiting area to all of your experiments. This will help you arrive at the correct location on time.

- We recommend printing your schedule after you enroll. When you are printing, you can double check that the session is actually on your schedule and that you signed up for the right time. Your printout also verifies that you were enrolled if problems are encountered.

If you need to cancel, do so as soon as possible, so the slot can be made available to other students.

- You can cancel an experiment by clicking the “Cancel” button on the right side of the list.

- The system will not allow you to cancel an experiment less than 2 hours in advance. You must cancel at least 2 hours in advance in order to have it removed from your schedule.
  - If you need to cancel within 2 hours of the start time, you may contact the experimenter via e-mail to ask permission. (You can email a researcher by clicking the researcher’s name in REP Online). Neither the REP office nor your instructor can unenroll you.

Agreeing to participate in an experiment is an important commitment. Please regard your sessions as appointments and avoid conflicts with your other commitments. You should not schedule REP appointments that overlap with your class times.
STEP 4: Participate in experiments

For each experiment:
- Be sure that you know in advance the correct waiting area to attend.
  - A map of the Lazenby Hall (LZ) and Psychology Building (PS) waiting areas is included in the REP Syllabus given out on the first day of class, available at REP Online, and posted in locations throughout both buildings.
  - See below for instructions to the Stadium or Journalism Building waiting areas.
- Show up at least 5 minutes before the experiment’s start time. Stay in the listed waiting area.
- Listen for an experimenter to call your name.
  - Many sessions use the same waiting area at the same time. If your name is not called immediately, please wait patiently for your name to be called by another experimenter.

If you arrived late:
- IMPORTANT: Experimenters will mark you absent if you do not attend a session for which you were enrolled, even if you were only a few minutes late or had difficulty finding the waiting area. The REP Office can remove these sessions from your schedule if you provide written documentation that explains why you were unable to attend the experiment and unable to cancel the session in advance.
- DO NOT interrupt an experiment once the session has begun because this will interfere with experimental procedures. The REP Coordinators do not provide research room locations and can only direct you to waiting areas. Do not attempt to find your experimenter by leaving the waiting area – you might miss the researcher’s attendance call if you aren’t actually late.

If you arrived on time and have waited in the correct waiting area for 10 minutes past the start time of the session and your name has not been called:
- Contact the experimenter by email immediately. Include your full name, the date and time of the session, the experiment code, and information about when you arrived and at which waiting area.

Online Experiments:
- Be sure to read the Study Description. Experimenters sometimes have unique instructions regarding how their online studies will be delivered.
- Generally, you will be emailed a link to the study at the experiment start time. Make sure you check your spam folder, as emailed surveys often get caught by automated filters.
- Please email your experimenter if you have not received your study link within 1 hour of the session start time.

STADIUM Waiting Area: Directions to Center for Cognitive Science at the Ohio Stadium
The Center for Cognitive Science at the Ohio Stadium (Stadium Waiting Area) is located between gates 22 and 24, two floors up. This is on the EAST side of the stadium. You will enter a set of glass double doors marked “Center for Cognitive Science”. Walk through the next glass door that you see, marked identically. Here, you are on the ground floor and there is an elevator to your left just after the stairs. If you take the elevator, press the button to go to the 2nd floor. Upon exiting the elevator, to your left you will see a carpeted lobby with chairs, and the outside will be marked “Center for Cognitive Science” as well. If you take the stairs, go all the way to the top floor. Take a seat in the lobby, and someone will be with you shortly.

JOURNALISM BUILDING Waiting Area: 242 W 18th Ave
The Journalism Building is located on the corner of 18th Ave and Neil Ave. Enter on the west side of the building, and go to the first-floor waiting area that has windows facing Neil Avenue. Take a seat in this waiting area, and someone will meet you at the scheduled time.
STEP 5: Check your progress

You need 28 points of research participation credit in order to complete your requirement (this does not include extra credit). You can check your progress at REP online.

- Credit for participation should be applied to your account within 3 business days.

- If you attend as scheduled, the researcher will add a credit to your current total. If you miss a session you were enrolled in, you will be marked absent, earning no credit for the session.

- The first seven hours of sessions in your schedule (by session date) will count for 4 points per hour attended. If you are marked absent for any of these sessions, they will not count toward your points, but they will remain in your schedule. Any sessions after the first seven hours listed will count for 2 points per hour attended.

- For example, suppose you attend a 2-hour session, miss a 1-hour session, and then attend 4 additional hours of sessions. You would earn 8 points (the 2-hour session) plus 0 points (the missed 1-hour session) plus 16 more points (the remaining 4 hours of sessions). Sessions you schedule after these 7 hours will count only 2 points per hour.
  - If you had canceled the missed session in advance, then it would have been removed from your schedule list and not counted toward your enrolled hours.
  - Thus, you would still be able to schedule another hour of sessions for 4 points.
  - If you do miss a session without cancelling (like in the example above), it counts towards your first 7 hours of enrolled sessions, but does not earn credit. Thus, any later sessions you enroll in would count only 2 points per hour.

- To view your “grades” check the Point Box (in the top right corner when you sign in to REP online). This box displays the required points and extra credit points you have earned.
  - Compute your current total points by adding 4 points per hour for any attended sessions in the first seven hours of sessions you scheduled, and 2 points per hour for any sessions attended after those first seven hours.
  - If you are working on extra credit points, prescreening is worth two points and extra sessions earn 2 points per hour, up to 8 beyond the required 28 points. This information is in the right half of the Point Box.
  - It is important to periodically verify that your record is correct. If you encounter an error or do not understand points, contact the REP Office.
  - If you believe that a mistake has occurred on a particular experiment, you should notify the experimenter immediately by clicking on his or her name. Remember to include your full name, the date and time of the session, and the experiment code (e.g., SAB1 – listed in the experiment description) in your email.
Your REP grades will be released to your instructor during the final week of the semester and posted in your Carmen (Canvas) course site’s gradebook prior to your Psychology 1100 final exam. **If the grade posted on Carmen (Canvas) does not match your progress on the REP website, please email REP and CC your instructor about the issue BEFORE taking your final exam.**

**Emergency University Closing Policy:**
If the university closes (e.g., in inclement weather), all REP sessions are also cancelled and will be removed from your schedule by the REP office.

If the University remains officially open but you are unable to attend, you may contact the experimenter via email (listed on the experiment posting on the REP website). Explain the reason why you are unable to attend.

In the unlikely event that other situations (power failure or website outage) cause the cancellation of all REP sessions on specific days, you will be notified by email or posted signs in Lazenby Hall.

**REMEMBER:**

It is your responsibility to check the REP web site ([http://rep.psy ohio-state.edu/](http://rep.psy.ohio-state.edu/)) often in order to enroll in a sufficient number of experiments to meet the participation requirement.

If you do not believe you have enough time or scheduling flexibility to participate in experiments, you should choose the paper option before the deadline stated in the REP syllabus handed out on the first day of class. You may choose your REP option the first time you log in to REP, or afterward by emailing ASC-PSY-REP@osu.edu. No switching will be allowed after the posted deadline.

If you switch options, you will forfeit any credits you earned under the other option.

If you switch into the paper option, you will be expected to meet the paper deadlines listed in the syllabus. No deadline extensions will be granted.

If you run into extraordinary extenuating circumstances or difficulties with completing the REP requirement, please contact the REP office.