

# REP Research 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 research option, you may indicate your choice on the REP web site. When you arrive at an experiment, the researcher will provide additional information about the study, and you can decide if you would like to consent to participate in that 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, the reasoning behind their research design, and the analytic strategy they employed. 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 2300.

## Requirements for the Research 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 16 points of research credit. *Although this is the required amount to get full credit, credit is pro-rated so that you earn points for participating in each study.*

- As you schedule sessions, you earn 4 points per hour of research participation until you fulfill your 16-point requirement.
- You do not earn points for any sessions you miss, but they do stay in your schedule as marked absences.
  - **If you are absent for 2 consecutive sessions** that you signed up for, your account will be temporarily frozen, and you will not be permitted to sign up for any additional sessions. You will have *one week* to contact the REP Office to request that your account be unfrozen. If you do not, you will automatically be switched to the Paper Option, with all points that you have earned through research participation transferred over. Once you are switched to the Paper Option, you will not be able to return to the Research Option.
- At least one quarter of your points (4 of 16 points) must be completed in-lab (versus online studies). Online studies may only count for up to 12 of your 16 required points.

You may earn up to 6 points of extra credit beyond the 16 required points by:

- Participating in online prescreening at the beginning of the semester (2 points)
- Completing extra research experiments (2 points per hour either in-lab or online)

# Instructions for Completing the Research Option

## STEP 1: Go to the REP Website

- The REP website was developed by the Psychology Department to allow students to sign-up for Psychology experiments online. The **REP website address is:**

**Web Site:** <http://rep.psy.ohio-state.edu/>

**Username:** **Your lastname.##@osu.edu**

Remove “buckeyemail” from your address. Messages will forward to your email account.

**Password:** Your regular OSU password will be used to access the REP website. For additional help, email the REP office: [ASC-PSY-rep@osu.edu](mailto:ASC-PSY-rep@osu.edu).

- Note: The first time you log into the REP website you will be asked to select either the Research option or Paper option and to accept the terms and conditions. You should select **Research option** and accept the terms and conditions by putting **the current date** to access the “Experiments” tap.
- The experiment option website is completely separate from the Carmen (Canvas) website.
- The REP website works best with Google Chrome, but you may also use Firefox, Safari, Microsoft Edge, or Internet Explorer to access REP.
- You should access the REP website 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, complete the assigned prescreenings located under the “My Info” tab, then follow the directions.

### Assigned Pre-screenings

Experimenter	Complete?
Daly, Heather (Prescreening 16)	<a href="#">Take Prescreening</a>
Furlong, Alison (Prescreening 1)	<a href="#">Take Prescreening</a>

## STEP 3: Enroll in experiments

- To display upcoming experiments, click the “Experiments” tab. You may view Invite-Only experiments by clicking the “Invitations” link below the Experiments tab.

The screenshot shows the OSU Research Experience Program website. At the top, there is a navigation bar with "OSU.EDU" on the left and "Help BuckeyeLink Map Find People Webmail Search Ohio State" on the right. Below this is the "Research Experience Program" header with "THE OHIO STATE UNIVERSITY" logo. A secondary navigation bar includes "Home Instructions Experiments My Info" and a "Logout: buckeye.0@osu.edu" link. The main content area is titled "Experiments" and features a table with columns for "Experiment Name", "End Date", "Experimenter", "Location", and "Hours". There are also "Invitations" and "Open" buttons. The table lists three experiments: "ABC12 Memory" (Sept 2, 2021), "EMP1 Working Memory" (Aug 31, 2021), and "SKF0 Belief" (Aug 20, 2021).

Experiment Name	End Date	Experimenter	Location	Hours
<a href="#">ABC12 Memory</a>	September 2, 2021 12:00am	Researcher, Jane	In Person - LZ-B	1.0
<a href="#">EMP1 Working Memory</a>	August 31, 2021 12:00am	Daly, Heather	In Person - PS-2nd	1.0
<a href="#">SKF0 Belief</a>	August 20, 2021 12:00am	Lee, Seel Bee	<a href="#">Online</a>	0.5

- To read an experiment description, click on the Experiment Name: 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 during the assigned time. Read the experiment’s description, then click on “Sign Me Up” next to the session time that you would like to attend. Finally, check your My Info 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 “**My Info**” tab. This will allow you to display the experiment details (description, start time, location, duration) and to 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 “Withdraw” button in the “Actions” column.
  - 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 on the name of the experiment, and then clicking the researcher’s name on the experiment’s page). 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 for in-person experiments.
  - 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 the REP website, and posted in locations throughout the building.
- 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.
- Sometimes the link to the study is in the description on the REP website, however, sometimes the experimenter will email you the link to the study
  - If the "Online" is in blue, this means the link to the study is hyperlinked.
- If the description for the study states that the experimenter will email you the link, please email your experimenter if you have not received your study link within 1 hour of the session start time.

#### **Enrollments**

Experiment	Time Slot	Location	Credited	Hours
EMP1 Implicit Attention - Session 1	Aug 25, 2022 11:00 AM - Aug 25, 2022 11:45 AM	In Person - PS-2nd	credited ✓	1.0
E/G1 Size Comparison	Sep 01, 2022 01:00 PM - Sep 01, 2022 02:30 PM	Online	credited ✓	1.5
SDW2Communication Study	Sep 09, 2022 11:00 AM - Sep 09, 2022 11:30 AM	Online	absent ✓	0.5

## STEP 5: Check your progress

**You need 16 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.
- At least four of your points must be earned in-lab (versus online studies). Online studies will only count for up to 12 of your 16 required points.
- You will earn 4 points per hour of experiments attended up to the 16-point requirement. Once you reach 16 required points, you can subsequently earn 2 points per hour as extra credit. If you are marked absent for any of these sessions, they will not count toward your points, but they will remain in your schedule.
- **WARNING:** If you are **marked absent for 2 consecutive sessions, your account will be temporarily suspended or frozen**, and you will not be permitted to sign up for any additional sessions. You will have *one week* to contact the REP Office to request that your account be unfrozen. If you do not, you will automatically be switched to the Paper Option, with the points that you have earned through research participation transferred over.
  - Once your account has suspended, you will receive an email titled **“REP Account Suspended.”** You should email REP **within ONE WEEK** to unfrozen your account.

### Summary: Introduction to Psychology

**SUSPENDED**

Current Enrollment: Research Option

Points Earned: 28.0 regular / 0.0 extra credit (0 of 3 prescreenings completed)

Experiment	Time Slot	Location	Credited	Hours
DIG2 - Evaluating Teases	Jun 27, 2022 12:00 PM - Jul 18, 2022 12:00 PM	Online	credited ✓	1.0
SKF3Beliefs, Characteristics, Experiences	Jun 28, 2022 12:00 PM - Jun 28, 2022 12:30 PM	Online	credited ✓	0.5
SRP7Opinion Survey	Jul 08, 2022 09:00 AM - Jul 09, 2022 09:00 AM	Online	absent ✓	0.5
DJO4 Number Line Estimation	Jul 08, 2022 02:00 PM - Jul 08, 2022 02:15 PM	Online	absent ✓	0.5

**WARNING: Your account will be frozen after 2 consecutive absences**

- To view your “grades,” check the Summary at the top of your “My Info” page. The “Points Earned” summary 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 up to a maximum of 16 points (i.e., first 4 hours of experiments attended).
  - If you are working on extra credit points, prescreening is worth two points and extra sessions above the 16-point requirement earn 2 points per hour, for up to 6 beyond the required 16 points.
  - 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.

### Enrollments

Experiment	Time Slot	Location	Credited	Hours	Points
DV58P_IncRep	Jun 15, 2022 10:45 AM - Jun 15, 2022 11:45 AM	In Person - PS-2nd	credit ✓	1.0	4
ERM0 twod63 - Color Memory	Jun 15, 2022 01:00 PM - Jun 15, 2022 02:00 PM	In Person - PS-2nd	credit ✓	1.0	4
DJO4 Number Line Estimation	Jun 15, 2022 02:00 PM - Jun 15, 2022 02:30 PM	Online	withd ✓	0.5	0
EIG1SCB&Scene	Jun 15, 2022 02:00 PM - Jun 15, 2022 03:00 PM	Online	credit ✓	1.0	4
EIG1ColorPerception&Saccade	Jun 15, 2022 05:00 PM - Jun 15, 2022 06:00 PM	In Person - LZ-2nd	credit ✓	1.0	2
EAL3 Memory: Which direction is the triangle pointing?	Jun 20, 2022 11:45 AM - Jun 20, 2022 12:45 PM	In Person - LZ-2nd	credit ✓	1.0	2

First 3 hours attended = 4 per hour  
 Later hours attended = 2 per hour  
 Total points = 4 \* 3 + 2 \* 2 = 16 points

- 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 2300 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/>) 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](mailto:ASC-PSY-rep@osu.edu).**

**If you choose the Paper Option, you will NOT be permitted to switch later to the Research Option.**

**If you are switched into the Paper Option after having your account frozen due to absences in the Research Option, you will be expected to meet the paper deadlines listed in the syllabus. If deadlines have already passed, you MUST contact the REP Office to determine if any accommodations can be made.**

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