

**Rules for use of the
Student-Participant Pool
in the Department of
Psychology, Art Therapy,
Rehabilitation, and Mental
Health Counseling**

Part 1: Six EASY Steps to Follow in Order to Use Student Participation Pool

1. How do I get started?

- a. You must obtain approval to conduct research by filling out an IRB form (i.e., Institutional Review Board) and get permission from this board to conduct your research. (You can obtain a copy of the form by going to the following Internet address: <http://www.emporia.edu/research/forms.html>).
- b. You should expect the IRB to take at least 2 weeks to approve your research. For more information, contact the Graduate Studies Office.
- c. The only exception to item #1, a. is the use of participants from the pool for part of a graduate testing course (e.g., Projective Assessments, Clinical Mental Tests I, Clinical Mental Tests II, MMPI, etc.).
- d. After you have gained approval, you must submit to the GTA office (i.e., Graduate Teaching Assistant, VH 310), proof of permission to conduct research (a copy of your IRB approval letter, or note from your testing course instructor).
 - i. Documentation from your testing course instructor should include the following information:
 1. Date of instructor's letter
 2. An acknowledgement from the instructor that he/she is aware of your testing methodology
 3. Number of participants needed from the student-participant pool (e.g., research point system)
 4. Statement that the testing course instructor is supervising your test training and administration
 5. The instructor's printed name, signature and date

2. What do I need to do after I have approval to conduct research?

- a. After presenting approval to the GTA office, you should ask a GTA to give you a research number. This number will be used to identify your research and MUST be on all documents obtained from the GTA office/your instructor [e.g., research participation slips (see item #2,b), sign-up sheets, etc.]
- b. You MUST know EXACTLY how many research participants you will need for the Research Point GTA records.
- c. Obtain research participation slips (RPSs).
 - i. Obtain RPSs from the GTA office or http://www.emporia.edu/~groverca/ExpRes_handouts.htm

- ii. Once your information is typed in the RPSs, have a GTA stamp them with the official “APPROVED RESEARCH” stamp. **Stamped RPSs CANNOT be photocopied!** If you need more RPSs, you must obtain them from your original source and then have them stamped by a GTA.
 - iii. You will only receive HALF of the RPSs you need until you can provide where and when you will conduct your research. (You may do step 2. below before having all of your typed RPSs stamped by a GTA)
 - iv. If you have your own RPSs, you will only receive stamps for HALF of the RPSs needed for your research until you return to the GTA office with where and when you will conduct your research.
 - v. You are required to give every student participant a research participation slip AFTER he/she completes your research. RPSs are to be given even if a student becomes uncomfortable during the course of a research session and thus chooses to withdraw from the study.
 - vi. When you give RPSs to student participants, it must include the following information: project number, date of research, researcher’s printed name, researcher’s signature, and the number of points the research is worth.
 - vii. Student participants can put their own names on the RPS after you have completed the domains in the box of the RPS.
 - viii. When you complete your research, **destroy** all RPSs or return them to the GTA office.
- d. Obtain research sign-up forms for the research bulletin board (i.e., alcove outside the elevator on VH 3rd floor).
- i. Obtain this form through the GTA office or at http://www.emporia.edu/~groverca/ExpRes_handouts.htm .
 - ii. A GTA must stamp this form with the “APPROVED RESEARCH” stamp. No research without this stamp and a department project number may be posted on the Research bulletin board. Research sign-up sheets posted WITHOUT a stamp and a department project number will BE REMOVED .
 - iii. Post this form on the research bulletin board at least one week prior to the research starting time and date.
 - iv. Photocopy this form within, but not before, 30 minutes of the session’s starting time. Keep the photocopy for your records during the research session. Post the original back on the research bulletin board immediately after photocopying.
 - v. If for some reason a copier is not available, you may scan the form in the computer labs available in Visser Hall.
- e. Obtain participation confirmation forms
- i. Obtain these forms through the GTA office or at http://www.emporia.edu/~groverca/ExpRes_handouts.htm .
 - ii. A GTA must stamp this for with the “APPROVED RESEARCH” stamp.
 - iii. Participants complete this form as they ENTER the research session.
 - iv. This is a record of attendance.
 - v. You should use this form to compare against your photocopied version of the research bulletin board sign-up sheet.

- f. Provide the Research Point GTA contact information where you can be reached should questions arise (contact information for the Research Point GTA is located on the last page of this document).
- 3. Obtain a place and time to conduct your research IN VISSER HALL.**
- a. Reserve rooms in the Psychology and Special Education main office (VH327) or the Teachers College Dean's office (VH211). Davis Lab may ONLY be reserved with Dr. Grover (VH303).
 - b. Return to the GTA office and record the time and place of your research as a record for lost participants. If they get lost, you will not have enough participants! There is a folder designed strictly for this purpose. Ask any GTA for help in accessing this folder.
 - i. What if there is no one present in the office to help me? Email the Research Point GTA at parm@emporia.edu . You may also leave him/her a message in the Psychology and Special Education main office. You may also get assistance if you ask NICELY from one of the main office secretaries.
- 4. Conduct your Research.**
- a. BE ONTIME and ready to begin at the research's starting time!
 - b. If you have to move your research for any reason, you MUST post a sign IMMEDIATELY directing student participants to the proper location.
 - c. Always make more copies of your research materials than you need. (There is a small chance that students NOT signed up for your research will show up for your research slot. Please accommodate these students with your extra materials. Willing participants are not easy to find!)
 - i. If your research is such that you MUST have a set number of participants and MORE participants show than needed, you MUST give priority slots to those students who signed up in advance.
 - d. If you are conducting research in a one-on-one manner (e.g., doing a clinical interview, giving a projective assessment, administering an intelligence test, etc.) **you are required to cross off the name of the student(s) with which you have had a research session.** This is to prevent a student from participating in a research session twice. It is for your protection. You DO NOT want a student who already knows WAIS or TAT when you are administering these assessments. These students will skew your results!
 - e. BE ETHICAL!!! Always be aware of the APA code of ethics, of which you are subject to as a student in the behavioral sciences field.

5. Taking Student Participation Attendance

- a. Student participants sign-in on the Participation Confirmation form as indicated in item (#2,d).
- b. Record attendance by checking off from your photocopied version of the research sign-up sheet (without making the participant's names illegible) the participants who attended the research session. **HIGHLIGHT** participants that **DO NOT SHOW** on your photocopy of the research sign-up sheet.
- c. After the research is completed, make copies of all of your documentation, especially those used for attendance.

6. After your research is completed, you are required to turn in a list of students who signed up for the research but DID NOT ATTEND to a GTA.

- a. If there is not a GTA available who can help with this matter, please turn in the attendance information to the Psychology and Special Education main office with a notation that it is for the Research Point GTA.
- b. The list you turn in to the GTA office should be your photocopied version of the original sign-up sheet document. The list should indicate absent participants by highlighting those students' names. **DO NOT HIGHLIGHT STUDENTS WHO PARTICIPATED.**
- c. Student participants are allowed to cross off their names or contact a researcher (e.g. leave a message, have a verbal exchange) up until 30 minutes **PRIOR** to the research's starting time to cancel their participation in a research session. This means that you also need to check any places you may have messages of student-participant cancellations **BEFORE** turning in the attendance records into the GTA office (i.e. answering machine, voice mail, email, etc.).
- d. **DO NOT** turn in attendance forms for **ANY** research sessions for any **ONE** project until **ALL** sessions for that project are completed. (This applies to researchers that require multiple research sessions to complete one research project.)

Part 2: Frequently Asked Questions

1. How much is my research worth to the participant?

- a. If your research takes an hour or less, you should give ONE research participation point.
- b. If your research takes more than one hour, you should give your participants TWO research points.
- c. The research's point value MUST be on the RPS.

2. What if my research can't all be done at once? Guideline for Multiple Research Sessions.

- a. If your research requires more than one session, you must complete multiple sign-up forms for the research bulletin board, one for each session. Post them such that the forms are grouped vertically with ONE title showing (you can do this by taping research forms together one under the other such that only the participant sign-up section is showing and not the research information (e.g., date, researcher name, etc.).
- b. You should leave the research information showing on the top sign-up sheet (e.g., date, researcher name, etc.).
- c. You should also indicate the times and places of each research session above the area designated for sign-up for that research session.
- d. You should also indicate on each sign-up sheet that students may only sign-up for the research ONCE, regardless of number of sessions.

3. What do I do if my research participants are acting inappropriately?

- a. If these participants are going to disrupt your research, you may ask them to leave.
- b. If you believe you are in any type of danger you may call police and safety at 341-5337.

If you have any further questions or concerns contact the Research Pool GTA in the GTA office at 341-5803, VH 310, or by emailing him/her at parm@emporia.edu .