**The Psychology Senior Capstone Experience (SCE) Guide**

**Included in this part of the Psychology SCE Guide are the guidelines and regulations for SCE research in the Psychology Department at Washington College. Should you have any questions regarding Washington College’s guidelines for research in the psychology department please contact your SCE advisor or the Psychology Department Chairperson.**

**Before beginning research it is important to take the time to review the APA’s Ethical Principles for Psychologists and Code of Conduct (2002). This information can be found here:**

<https://www.apa.org/ethics/code/index>

Please pay special attention to **Part 8: Research and Publication**, which will provide specific information regarding the ethics and principles relating to doing research.

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**Preparing for Your SCE**

We encourage students to begin gathering articles to support their SCE during the Statistics and Design II course (PSY 309) and to continue conceptualizing their project ideas during Junior Seminar (PSY 399). Students are matched with SCE advisors during the Junior Seminar course. If you are a Psychology major who has questions about the SCE process or you have not yet been matched with an SCE advisor by the end of your junior year, please talk to the department Chair. If you intend to graduate a semester early, please contact the department Chair to be paired with an SCE advisor during the fall of your junior year.

Be sure to use the 7th edition of the APA Manual (Publication manual of the American Psychological Association) for formatting the body of your paper. You may borrow a copy of the APA Manual from the psychology lobby or refer to it in Miller Library. Accurate and easily accessible information is also available at <http://www.apastyle.org/>

**Seniors will want to regularly refer to the SCE syllabus and the SCE formatting document (both available on the website) as well as the psychology bulletin board adjacent to the atrium area of the Toll Science Center for upcoming SCE deadlines/goals.** Any questions can be directed to your SCE advisor.

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**Collecting Data from Human Participants or Animals**

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If you are working with a **human sample** you will use the forms for the Review Board for Research on Human Subjects (IRB) and you can find the necessary information and forms here:

<https://www.washcoll.edu/learn-by-doing/opportunities-research/student-research/research-policy/human-subjects-research.php>

All proposals for research with human participants must go through the Institutional Review Board (IRB). Your IRB proposal must be reviewed and signed by your advisor before submitting it to the IRB. Final proposal should be sent to [IRB@washcoll.edu](mailto:IRB@washcoll.edu). Information regarding room reservations, sign-up sheets, experimental credits and other procedures can be found inside this guide.

If your proposal will require full committee review (proposals that involve greater risk; talk this over with your advisor), submit your proposal at least 3-4 weeks before you intend to collect data.

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If you are working with an **animal sample** you will use the forms for the Institutional Animal Care and Use Committee (IACUC) and you can find the necessary information and forms here:

<https://www.washcoll.edu/learn-by-doing/opportunities-research/student-research/research-policy/animal-subjects-research.php>

Before submitting the IACUC your advisor must first approve the form. The study **cannot** be conducted in the absence of the approved IACUC. Following approval you will work closely with your advisor in order to learn how to reserve laboratory space and use equipment properly. The majority of this guide includes information for study with a human sample, so please review the guide for general information, but contact your advisor for more specific guidelines for research with animal samples.

**Rules and Regulations for Experimenters using the General Psychology Participant Pool**

**Obtaining an Experiment Number**

Before you may collect any data with participants, you must first have obtained approval from the Institutional Review Board (IRB). When your IRB is approved you will be assigned an experimental ID number.

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**Obtaining Credit Slips**

If you are conducting an in-person study, you will need experimental credit slips to hand out to participants. You should contact the Psychology Student Worker to obtain the credit slips you need. The student worker will assist you in signing out the amount of experimental credit slips you need, based on the number of participants that you expect. You will need your experiment number to sign out the credit slips.

You will not need credit slips if you are doing an online survey.

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**Reserving Rooms for Experiments**

It is your responsibility to reserve a room where you will run your experiment:

* If your experiment is to be conducted in one of the psychology laboratories you must obtain permission from the faculty member who supervises the laboratory space.
* You can also visit or email Mrs. Bari Lynne Kersey at bkersey2 with requests for the use of NG13 and NG14.
* If you are using a room anywhere else on campus, you must reserve the room through the Registrar’s Office. If you require assistance ask your thesis advisor. It is suggested that you obtain written confirmation that the reservation has been made and retain this for your records in case there is a dispute regarding your authorization to use the room.

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**Posting Experimental Sign-up Sheet**

After you have IRB approval and have reserved your room, create a sign-up sheet for students to sign up to participate. You must show your final sign up sheet to your advisor before posting it. Once approved, you can hang your sign-up sheet outside of NG14. A sample sign up sheet is included as the last page of this packet. Each sign-up sheet must have the following information (see example):

* Experiment Number (assigned by the IRB)
* Experiment Title
* Experimenter’s Name
* Phone and e-mail address where experimenter can be reached
* Advisor name and e-mail address
* A brief description of the experiment (i.e. what the subjects will be required to do – complete surveys, complete a computerized test, interview with a group of students) and how much time will be required.
* A brief description of the requirements for participation (e.g., only women, only right handed non-smokers, only individuals with a diagnosed learning disability) or the characteristics that exclude someone from participating (e.g., no smokers, no women currently using a contraceptive medication, individuals taking prescription drugs).
* The date(s), time(s) and location(s) where the subject should report for the experiment.
* How much credit (or other compensation) will be given to participants. See below to determine how much credit can be offered.

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**Completing and Distributing Experimental Credit**

**Positive versus Negative Credits -** All students who participate in your experiment should receive positive credit. General Psychology students will be told that it is their responsibility to contact the experimenter via e-mail or phone if they must cancel their reservation. If they do not appear for your experiment at the agreed-upon time and place, and they have not contacted you to reschedule, you **MUST** give them negative credit.

* An example of a **positive** credit is included on the next page. As the researcher, you should fill in the Title of Experiment, Experiment Number, Experimenter’s Signature, number of credits **(see below)**, and date. The participant should be able to fill in the participant, ID#, section #, and Participant’s Signature. Remind them to fill in all of the spaces **(especially their Gen Psych Participant ID number and the section number)**.
* If you are giving a **negative credit** then fill out the slip as you would a normal slip including the participant ID# in the space provided. There will be blanks left in the participant, section #, and participant’s signature. If it was a study worth 1 credit, write “-1” in the space provided for credits. Please also circle the “-1” to make it clear it’s a negative credit. Hand in the whole slip to the box. **DO NOT RIP OFF THE STUDENT RECORD SIDE!!**

**How much credit to give to participants**

* In person studies lasting up to an hour: 1 credit
* Online survey lasting up to 30 minutes: ½ credit
* Online survey lasting 30-60 minutes: 1 credit
* In person or online survey lasting between 1-2 hours: 2 credits.
* If you are doing a data-driven project with human participants, please make sure the amount of credits for your study is appropriately communicated in your consent form, your sign-up sheet, credit slips, and info sent to the student worker (for the case of online surveys).

You **MUST provide each participant-pool participant in your study with a written credit receipt upon the completion of each experimental session.**

It is the **participant’s responsibility** to place half of the credit slip in the participation box (located near the Psychology faculty offices). **DO NOT agree to place receipts in the box for the participants.** They should also retain their portion of the receipt as proof of their participation.

You **MUST keep a confidential permanent record of all those participating in your experiment** – either by their participant number or name, **but not both!**

You **MUST return all unused experimental credit receipts to the student worker.**

You **MUST be on time for every experimental session you schedule and notify each participant, if possible, at least 24 hours in advance should you need to cancel an experimental session.** If you must cancel your experiment with less than 24 hours notice, then take down your sign-up sheet immediately and issue credit slips to everyone who has already signed up. Avoid doing this except for dire emergencies. You must alert your advisor if you need to cancel an experimental session.

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**Online Surveys**

Online experimental surveys do not require credit slips.

If you choose to send out an online survey, it can be sent out to the General Psychology students as a link in an email. Send your survey link along with a brief description of the study/topic, how long it will take, and any specific requirements (e.g., athletes, right-handed individuals) to the student worker. The student worker will post the survey links and announcements on the General Psych Canvas pages to let students know about your survey. Please remember to include a question on your survey where students can submit their participation ID number.

The number of credits given per survey will be dependent upon the time it takes to complete the survey:

* **Online surveys lasting up to 30 minutes = ½ credit**
* **Online surveys lasting 30-60 minutes = 1 credit**
* **Online surveys lasting 1-2 hours = 2 credits**

Keep track of who completes your survey. Record the Participant ID numbers and the number of credits they receive from your survey in a table in Word document or in an Excel file. When your study is finished, email this file to the Psychology Student Worker and let him/her know the study has ended so they can remove your link from the active list of studies.

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**SCE Tips from Past Psychology Majors**

1. You’ll be working with your topic for the whole year; make sure it’s something that really interests you!
2. Make sure that your thesis topic applies to your concentration, if you have one.
3. Your senior year flies by, so start reading applicable literature in research journals as soon as possible.
4. Communicate regularly with your thesis advisor to make sure that the two of you are always on the same page.
5. Be open to new ideas and ways of studying what you are interested in.
6. Design an experiment you know how to analyze. Before creating a data file, play with some sample data to make sure that you understand how to analyze it.
7. Be prepared to make adjustments if something goes wrong or circumstances interfere (i.e. snow days).
8. Begin your data collection and analysis as soon as possible. Try to get the largest subject pool possible.
9. The more revisions, the better the thesis.
10. Try to meet, **or beat**, all deadlines.
11. If you want honors on your thesis try to finish early enough in order to present your thesis at a conference – this will set you apart from the rest.
12. Always keep the most updated electronic copy of your thesis in more than one place – mistakes/accidents happen!
13. If you are a double major and you have to do two theses, do yourself a favor and try to finish one in the fall and one in the spring. You will thank yourself later!
14. Practice running experiments on, and giving your final presentation to, your friends. This way you will have experience performing both tasks before the real thing, and your friends can give you suggestions for improvement.
15. Everything will get done. Try not to get discouraged! Remember, this is all a learning experience!

**Communicative Technology Habits & Personality Assessment (SP10-0050)**

**Experimenter(s):** Lindsay Thomas

**Experiment Phone & E-mail:** 555-555-5555, jsmith2@washcoll.edu **Advisor’s Name:** Dr. Ima Professor

**Advisor’s E-mail:** iprofessor2@washcoll.edu

***Description:*** In this study you will be asked to fill out various personality assessment questionnaires, as well as a brief demographic form. The experiment should take no more than 45 minutes to complete. You will receive **one** experimental credit for your participation

***Qualifications:*** To participate you must be at least 18 years old and be a college student.

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Sign-up for just one experimental session from those listed below

You must contact the experimenter to reschedule or cancel your appointment at least 24 hours prior to the experimental session, or you will receive a negative credit.

**Date/Time: Monday, March 3, 2010 @ 4:00 PM**

**Location: NG14**

Please print your Participant ID# on one of the lines below:

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\* Add additional dates and times as necessary

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