

Course Syllabus Spring 2016

Psy 205: Applied Professional Ethics W03; W04

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Office Hours: Virtual Office Open 24 hours
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Phone: email me first to determine if we need to speak on the phone
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The best way to contact me is by email. I make a concerted effort to answer emails within 24hours with the exception of the weekends and holidays.

Please note: If you maintain other email accounts please make an effort to forward your myleo account or check it on a regular basis as all university correspondence is sent to your myleo account.

Formatting emails: Please be sure to always put your name in the body of your emails, even if you are replying to one that has been written, etc. *All communication should be professional and well-written. Your emails project and communicate your image---be sure that you do that appropriately.*

Please note: if you find it necessary to fax me information the above fax is in the psych dept office and is *not confidential*.

COURSE INFORMATION

Textbook: No text is required (readings will be assigned)

Course Description: This course is designed to provide the student with information and a general understanding of the basic principles of Ethics

Course Objective: This class is intended to introduce the student to the basic elements of Ethics. Some areas that will be covered include the principles of ethics, the philosophy of ethical concepts, ethical decisions making models and relevant case studies.

Learning Outcomes

1. An understanding of the principles of ethics in human services.
2. An understanding of ethical dilemmas and how to incorporate ethical decision making models.
3. Knowledge of the major concepts, models, and issues of ethics.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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University Closing Due to Inclement Weather

Online class has no closed dates

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
 Texas A&M University-Commerce
 Gee Library, Room 132
 Phone (903) 886-5150 or (903) 886-5835
 Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

Student Behavior: *It is my expectation that every student will have the utmost respect for their peers in class when discussing experiences of a sensitive nature.*

Disturbing the education of students by other students is taken seriously. Appropriate (as defined by the instructor) level of interaction/participation during discussions and all interactions is expected.

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct.)

Academic Honesty: The *Student’s Guidebook* addresses the issues of academic cheating and plagiarism. These are a breach of conduct, and students are subject to disciplinary actions. You will receive a ZERO on assignments for “cut and pasting” material from any other source.

Attendance: The student is expected to attend and participate through the **course dates**. University guidelines will be followed (See 2005-2006 *Undergraduate Student’s Guidebook*). Only University approved excuses (in writing) are accepted reasons to make up assignments, activities, or tests.

- a. You should log in on a weekly basis and contribute to online discussions.
- b. On average, you will be expected to read substantive materials weekly. Do not wait until the last minute to start your reading. It is advised to stay on top of the assigned readings.

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your **web enhanced** course.

The following technology is required to be successful in this course.

- Internet connection – high speed recommended (not dial-up)
- Word Processor (Microsoft Office Word – 2003 or 2007)
- Access to University Library site
- Access to an Email

Additionally, the following hardware and software are necessary to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems..

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamucommerce.edu

Extra Credit Research: This course will be utilizing the Sona system to coordinate your research participation. Register with the Psychology Research Participant Pool via the EMS website (using the “request a new account” link) at <http://tamu-commerce.sona-systems.com/>. If you already have an account and can log in, it is fine to continue using it. You do not need to create a new one. Complete instructions are below. See attached student memo and students guide to research participation.

COMMUNICATION AND SUPPORT

Texas A&M University- Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
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- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...).

COURSE REQUIREMENTS

This course is web based and will require you to work on ecollege an online course program. You will be required to connect multiple times a week and participate in class discussions. The technology requirements are outline below in that section.

Participation: Students are expected to make an active and personal effort to contribute to class, as a part of developing professional collegial skills. This will include such basic commitments as prior preparation, regular attendance (logging in), and participating appropriately in discussions and other class activities. I consider class participation to be one of the most important, yet underrated elements of a student’s education.

There are numerous elements that go into class participation:

- a) Good attendance logging on multiple times a week
- b) Somewhat frequent, and preferably intelligent, contributions to class discussions
- c) On average, you will be expected to read assigned materials weekly. Do not wait until the night before the exam to start your reading. It is advised to stay on top of the readings.
- d) **Polite and civil** interactions with all members of the class (See Student's Guide Handbook, Policies and Procedures, Conduct).
- e) **Online classes require special consideration to our written word and may require some additional thought and consideration, to state a point of view in a manner that indicates respect for the other party.**

Evaluation and Assessment:

<u>Method</u>	<u>Total Percentage</u>
Bi- Weekly Assignments	60 %
Discussions	40 %
Extra Credit available	

Note: This class is an easy "A", thus I am a sticker for following directions.

Assignments: 60% grade (175 points) 7 essays, 25 points each

Following instructions are paramount for full credit. There will be bi-weekly writing assignments. The assignments will focus on comparing and contrasting or defining a concept in ethics. The writings are for your personal reflection/ exploration, of your values and ideals. No cutting and pasting of outside materials. Most of the assignments will have a maximum length (3 pages) requiring the writer to be succinct and clear in their writing style and thought processes. There are a few special writing assignments in which specific directions are given. There will be a due date requirement (**mostly turned in by Fridays at midnight**) and **No makeup assignments will be given. Assignments must be turned in on time to be graded. Papers received after midnight will receive a zero.** To study, participate in class discussions and read assigned materials. **Examples of document formatting are provided, I behoove you to look at and follow the instructions.**

Essay Assignments

1. Topics for this paper need to be related to our Ethics discussions and will be provided weekly. Much of this paper is a **reaction paper**, reviewing your own ideas about various concepts. For full credit you will incorporate the topic, reading materials, and other course data to compile our opinions and reactions to the material. I don't need definitions just your opinions. Address each topic given under the module. Thus, if the topics for the week are ethical principles, exhibit an understanding of the principal and address your personal reactions to each of the principals. **See example below.**
2. No reference page needed if all materials are obtained from provided documents. If you use sources outside of the materials given in the course then you will need to site your sources on a reference page.
3. You will write 3 pages on the topic, then include cover page (total 4 pages). Do not exceed page limit, **write exactly 3 pages. Points are deducted for anything over or under 3 pages exactly.** This ensures a succinct writing style. Address each topic given in the module, write in paragraph form is required.
4. Include Cover page (makes 4 total pages turned in):
 - Place your name, course, paper title, Centered mid page

5. Follow the directions precisely. Your review will be graded based on the following criteria.

The 25 possible points for this review will be based on:

Completeness (Topic, Summary, Why useful, 7.5 pnts) Did you address each topic asked about? IE... autonomy... my reaction...; maleficence... my reaction..;

Content (Level Energy, Engagement, 7.5 pnts), Did you formulate your thoughts well? Did you address each topic for the week and relate it to your life?

Format/Following directions (APA, Spelling, Grammar, Turn in on time, Double Space, 1" margins, Cover Page, References, ect., 10 pnts). **Follow directions!**

Complete Paper Formatting instructions below. List references obtained outside the course materials.

6. Writing assignments are due on Fridays at midnight. (**No late work will be accepted**) Zeros are given for work not submitted on time. You may turn in any assignment early, so no excuses are valid. The course is open with the exception of the discussions.
7. Your assignment will not be graded if any of the directions are not followed. Please read and follow instructions carefully.
8. This is a reaction paper however your paper should reflect a high level of training and education. Please outline the topic(s) addressed during the week. Then discuss how the topic relates to your life and your experiences, reflection paper. Use outside references if you feel it is necessary.

Ethical dilemmas paper

The ethical dilemma paper you will use the 10 step ethical decision making model to evaluate 3 of the dilemmas provided. Select three (3) of the ethical dilemmas, and

1. Each ethical dilemma evaluation should be one page in length, thus your complete assignment needs to be at least 3 full pages and may be more pages for this assignment only.
2. Review each step of the 10 step model and come to a specific action you might choose for the dilemmas.
3. Assume that you are reviewing an ethical dilemma and process through all the steps. So for each dilemma review all 10 steps
4. Deliver paper to the drop box by Friday at midnight.
5. Follow paper format

Paper Format: Please follow the following format for all papers - NO DEVIATIONS
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- **APA** style formatting-through out
- Word process; **spell check**, double check your grammar (appropriate citations within text, outside material)
- Typed, **Double Spaced**
- **Indent** paragraphs
- **1'** margins (top, bottom, and sides)
- **12 pt.** font, **Times New Roman**
- **3 written pages; 1 cover page total 4 pages turned in**

- **Cover Page:** Place your name, course, paper title, Centered mid page
Joe Smith
CED 497
Name Paper
- Reference page if choose to use references outside course material provided (citations in APA style)

See specific paper examples below

Online Discussions 40% Grade: (225 points) 15 weeks, 3 responses each week, 15 points week

1. Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these online class discussions.
2. **Each student is required to post at least 3 responses**, the first of which must be posted by **Wednesday** of the week to allow for ample feedback and discussion by all students.
3. Discussion postings must be substantive and thoughtful responses, to receive full credit. A substantive response includes content and contextual additions, add something to the discussion. “Wow I agree”, or “How interesting”, are not substantive responses. For full credit write at least a few sentences and some of your own original thoughts not just responses to your classmates.
4. The discussions are open from **Monday 1AM through Saturday, midnight (11:59PM)** of each week. No discussions on Sundays.
5. **Each posting can earn 5 points each for a total of 15 points each week. Students will not receive full credit if all postings are made on the same day.**

Extra Credit is available (for up to 10% grade or maximum 50 points) three options available

Due to the possibility of increasing your grade by 10%; the instructions must be followed precisely. You may complete as little extra credit pnts or as many as you like up to total 50 pnts

Option 1 Combination (total possible points 48) journal article reviews and research participation, you may complete a maximum of 6 credit hours (18 pnts) in research and then can complete up to 5 article reviews @ 5 pnts each for (30 pnts)

Option 2 Journal article review (total possible reviews 50 points)Your may complete a maximum of 10 journal article reviews for extra credit in your class, Find instruction under the docs sharing tab on ecollege. Or you may participate in some research.....

Option 3 Research participation (total possible research 18 points) You can also participate in research for extra credit. Review the Sona system log in information below. **You may complete a maximum 6 hours of research participation credits for a maximum total of 18 points.**

Maximum research credit chart

Participation credit hours earned = .5	extra credit earned = 1.5 pnts
Participation credit hours earned = 1	extra credit earned = 3 pnts
Participation credit hours earned = 1.5	extra credit earned = 4.5 pnts
Participation credit hours earned = 2	extra credit earned = 6 pnts
Participation credit hours earned = 2.5	extra credit earned = 7.5 pnts
Participation credit hours earned = 3	extra credit earned = 9 pnts

Participation credit hours earned = 3.5
 Participation credit hours earned = 4
 Participation credit hours earned = 4.5
 Participation credit hours earned = 5
 Participation credit hours earned = 5.5
 Participation credit hours earned = 6

extra credit earned = 10.5 pnts
 extra credit earned = 12 pnts
 extra credit earned = 13.5 pnts
 extra credit earned = 15 pnts
 extra credit earned = 16.5 pnts
 extra credit earned = 18 pnts

Extra Credit Journal Article Review Instructions 5 pnts possible per review

Find an article in a professional journal that is related to the field of psychology, counseling, and special education. If in doubt confirm appropriateness of article with instructor. Attach an electronic copy of the journal into the drop box.

You will not receive any credit for this project unless your article:

- A. comes from a professional journal (peer reviewed article)
 - B. is clearly related to the field of psychology, counseling or special education
 - C. Journal article is at least 7 pages long (most articles are 20+ pages)
 - D. Submit an electronic copy of the journal article (in the drop box)
 - E. Submit an electronic copy of the review you have completed based on these instructions.
1. Read the article and **write a 2 page summary** of the article and include a cover page (total 3 pages with cover). Write 2 pages exactly, no shorter, no longer. The summary should be through, concise and precise. Write your summary so one can obtain all the pertinent information needed to understand the article by reading your review. Then include 1 paragraph, or few short sentences about how this article may or may not be useful to you in your future profession.
 2. Follow the paper format listed above to write your paper. Turn into the drop box your 2 page article review with cover page for a total 3 pages. Then also turn in an **electronic copy** of the journal article you chose.
 3. The 5 possible points for this review will be based on
 - a. **completeness (through, precise writing style),**
 - b. **content (grammar, topic),**
 - c. **format (following format).**
 4. The review is due on **April 29th * midnight**, no late reviews will be accepted.
 5. Your review **will not** be graded if any of the above directions are not followed, it will be returned to you if incomplete. **Your may complete 10 reviews (for up to 10% grade or 50 points) for extra credit in your class, due to the possibility of 10% of your grade the instructions must be followed precisely.** Your paper should reflect your high level of training and education. Please read and follow instructions carefully.

Example cover page used all assignments

Ruth Whitely (Your Name)

Psy 205

Principals of Ethics (document title)

Example of essay's assignments; this content is a student paper. Use your own content

Ethics is a set rules... When we consider or question ... Ethical principles include autonomy, nonmaleficence, beneficence, justice and fidelity.Many people may not think or agree that always striving to be ethical, moral, However, I strongly feel... I agree with all of the ethical principles, and feel.... effort to follow these principles and practice them accordingly.

I feel that our moral development and value system starts at a very young age.

We are taught and influenced by I also believe circumstances as well as culture...Above all, I do feel that a big part of who we are when it comes to our ethics, morals, and values. ... we learned...

The principles of ethics.. Autonomy is a person'sdefine the principle as you understand it.... This relates to me and my profession.....I have had the experience of....

Beneficence is a duty... person'sdefine the principle as you understand it.... This relates to me and my profession.....I have had the experience of....In my opinion, a helper....

Nonmaleficence... person'sdefine the principle as you understand it.... This relates to me and my profession.....I have had the experience of....

Another principle is justice... person'sdefine the principle as you understand it.... This relates to me and my profession.....I have had the experience of....

Fidelity is commitment... person'sdefine the principle as you understand it.... This relates to me and my profession.....I have had the experience of....

In conclusion Ethical principles are ... **(THE WRITTEN PORTION OF THIS PAPER IS 3 PAGES EXACTLY, NEEDS TO ENDEXACTLY AT THE BOTTOM OF THE PAGE)**

Ethical Dilemmas Paper Example This assignment has little different format Remember each dilemma should BE AT LEAST ONE FULL PAGE EACH by answering the 10 steps to resolving an ethical dilemma. Assume all examples need all 10 steps. Include a cover page

Dilemma #1: You're working in a mental health agency. One of the clients assigned to you has expresses his/her "love"

1. Identify & define the problem or dilemma (what is happening?) My answer is – dual relationship, boundary issues, autonomy ect... because.....
2. Consider the moral principles involved (autonomy, beneficence, ect...) My answer is –..... My points are... Autonomy is effected... Possibly justice and...
3. Review relevant ethical codes (APA, ACA, ect..) My answer is – APA says sex with a client is..... ACA indicates dual relationships.... Promoting autonomy involves.... Fidelity is being honest with a client and
4. Know the laws and regulations involved (LPC Laws, HIPAA, ect...) My answer is – LPC law dictates.....
5. Obtain consultation (review with supervisor, peer, attorney, ect..) My answer is – my supervisor would flip out if I had sex with a client....
6. Tune in to your feelings (what ae feeling? Why?) My answer is – .I feel very confused and scared for my possible loss of license.
7. Consider possible and probable courses of action. If I allow the infatuation, I could possible be attracted to client and have in appropriate relationship. I could terminate client,....
8. Enumerate the consequences of various decisions (what are consequences in all directions? If I had sex with client I would loss my license and possible divorce..... If I terminate client could file a complaint of abandonment.....
9. Decide on what appears to be the best course of actions
10. Choose and act on your choice

NOTE

The following pages 5 are ONLY needed if you wish to participate in research for Extra Credit

**Students' Guide to Research Participation
Department of Psychology, Counseling, & Special Education
Texas A&M University-Commerce**

- **What is Research Participation?**

Exposure to research is essential to your gaining a better understanding of the scientific study of psychology. It is how we add new knowledge in psychology. Being involved in research is a good way to experience first-hand and learn about the scientific enterprise. We believe there are two key ways to experience research activity at this level: 1) read about related scientific investigations; 2) experience research as a volunteer participant; or some combination of both. The class in which you received this handout requires you to fulfill **6** research credits through one or both of these activities.

- **What if I am not yet 18 years old?**

In order to participate in research you must be at least 18 years old. If you are not yet 18 years old, please see your instructor, and ask him/her about alternative ways of earning research credit.

- **In what type of research studies will I participate?**

All studies you will participate in have been reviewed and approved by the Texas A&M University-Commerce Institutional Review Board (IRB) and by the Department of Psychology, Counseling, & Special Education. Studies vary widely. Many involve completing questionnaires or carrying out tasks on the computer. Some are even fun, and you'll learn something from all of them.

- **What are my rights as a research participant?**

Your participation is voluntary and you may withdraw from any study at any time. Your data will be kept confidential. If you have any further questions about your rights as a research participant, you may contact the IRB head, Dr. Tara Tiejten-Smith (IRB@tamuc.edu). More information about your rights will be provided to you prior to each study for which you sign up.

- **How will my research participation credit be calculated?**

You will receive 1 credit for each hour of research participation. Studies lasting 15 minutes or less are worth 0.25 credit. For example, a 15 min. study = 0.25 research credits; 30 min. = 0.5 credits; 45 min. = 0.75 credits; 60min = 1 credit; 1½ hours = 1.5 credits... etc.

- **How many research credits may I complete?**

You are encouraged to participate in as much research as you wish, but at a minimum you must complete **6** research credits (by participating in research, or alternative assignments, or a mixture of both). However, if you show up on time to all the studies you sign up for you will receive 2 free research credits. In other words, if you show up to all your studies on time you only need to complete **4** research credits.

- **What if I cannot go to a study I signed up for?**

If for whatever reason you cannot attend a study that you have signed up for you need to cancel your appointment before the start of the study. There are two ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this online through the Experiment Management System (EMS) website. Second, if it is the same day of the study you can call or email the experimenter – their contact information will be available in the EMS.

- **What if I sign up for a study but forget to go?**

If you fail to show up for a study (without canceling prior to the start of the study) you will receive an email alerting you that you were listed as a “no show” for that study. Additionally on the EMS website you will see a “failure to appear” message in your list of studies completed. If this occurs you are no longer eligible to receive the 2 free credits that participants who are on time to all of their studies receive, and you will have to complete the full 6 credits.

- **What will happen if I fail to participate in studies or do the alternative assignments?**

If you fail to complete your research requirement for the class, there is likely a severe penalty, such as losing a full letter grade (e.g., having a final grade of C rather than B). Your instructor can inform you of what exactly this penalty is.

- **What if I do not wish to participate in research studies?**

If you do not wish to participate in research studies, you may utilize the alternative assignment option. You must consult your instructor for information about this option.

- **What is the difference between an online study and a laboratory study?**

There are two types of studies that are conducted through the EMS system. You can sign up for both online studies and laboratory studies through the EMS system, however you are only allowed to complete 50% experiment credits through online studies (the system will not allow you sign up for more than 50% credits of online studies). A laboratory study requires that you attend the experiment at a specific time and place (e.g., Henderson 202 at 12:30pm on October 7th).

- **How do I find and sign up for research participation opportunities?**

Throughout the semester, researchers in the Psychology Department will post their research studies in the Experiment Management System (EMS) online. It is up to you to check the EMS regularly to find and sign up for research studies that fit into your schedule. Detailed instructions for how to use the EMS are listed in the following pages of this handout.

- **If I decide to participate in research, what are my responsibilities?**

You are responsible for...

1. Registering with the Experiment Management System (at <http://tamu-commerce.sona-systems.com/>). You can keep your login information if you already have an account.
2. Scheduling appointments for research participation.
3. Writing down important information about the studies for which you sign up (e.g., name of study/time/location of your experiment, name and contact information of the experimenter).
4. Showing up on time, at the correct location for your scheduled research appointments (you must cancel online, or email/phone the experimenter before the start time of the study if you cannot attend).
5. Keep track of how many credits you need to complete (you can do this on the EMS website). Everyone is required to do 6 credits, however if you are on time for all of your appointments you only need to complete 4 credits.

How do I use the Experiment Management System (EMS)?

Here is a useful [tutorial](https://www.youtube.com/watch?v=_1OnT2ZU6QQ): https://www.youtube.com/watch?v=_1OnT2ZU6QQ

(Create a new participant account unless you already have one and your login information works. If you do not remember your login information click on the “lost your password?” on the front page of the EMS website and follow the directions on the site, and if that does not work email curt.carlson@tamuc.edu. A list of courses will be presented, from which you must select the courses you are taking this semester for which you will receive credit for participation. If your course is not listed, see the instructor for that course. Then you will see the prescreening prompt. Even if you did it in another semester, please do it again, as it likely has changed (and you will receive 1/2 credit if done w/in first 2 weeks of semester).)

A. How to create a participant account on the EMS

1. Go to <http://tamu-commerce.sona-systems.com/>
 - a. Click on New Participant “request an account here” link on the left of the screen.
 - b. This takes you to a screen on which you must enter your name, a unique User ID, your University ID number, and primary email address (reminders of studies you sign up for will be sent to that email address). You will also need to highlight the course(s) in which you are enrolled, and for which you will be earning credits. If more than one, highlight all that will be involving you in research participation. However, each study in which you participate will only provide you credit for ONE course. In other words, there is no “double-dipping” allowed. **BE CAREFUL TO SELECT THE CORRECT COURSE AND SECTION # – IF YOU CHOOSE THE WRONG ONE, YOUR INSTRUCTOR WILL NOT BE INFORMED OF YOUR CREDITS!** After you submit your information, you will be emailed your login information. (After you have received your login information, I recommend that you login into EMS and go to your “Profile” and change your password to something that you can remember.)

If you encounter any problems with creating your account (e.g., login information not sent to you), contact the EMS administrator, curt.carlson@tamuc.edu with your full name and a detailed description of the problem.

2. When you first log into the EMS at the beginning of the semester you will be asked to take a prescreen survey. This is a short survey that researchers will use to decide if you meet the specified requirements for some studies (e.g., as a researcher I may only allow participants who are female. If you do not complete the prescreen you will not be eligible to participate in this study). In other words, if you do not complete the prescreen you will have fewer studies that you are eligible to participate in. **IF YOU COMPLETE THE PRESCREEN IN THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL GET 0.5 CREDIT.** Take it even if you have done it before – it has probably changed, and you will still earn the 0.5 credit.
3. You are now ready to use the EMS to sign-up for research studies.

B. Sign-up for studies—login to the EMS with your User ID and password that was emailed to you after creating your account

1. Click **Study Sign-Up**. A list of all available studies for which you qualify will appear. You can sign-up by clicking on either the study name or **Timeslots Available**, and you will go to a new screen showing more information about the study, with a link to **View Time Slots for This Study**.
2. Click the **Sign-Up** button to schedule your time. You should then write down or print out the study information (name of study, place, time, name and contact information of experimenter, etc.) that appears in the final window. You will also receive an email reminder the day before the study time you have selected.

C. Canceling a Sign-Up (MUST be done if you know you will not show up)

1. 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 and Credits** option from top toolbar.
2. You will see listed all of the studies for which you have signed up, as well as those you have completed (see the Tracking Your Progress section below for more information).
3. Studies for which you have signed up that you are allowed to cancel will have a **Cancel** button next to them. If you cannot attend the study session you signed up for, you need to cancel it, either within the EMS system or by contacting the researcher directly prior to the start of the study. Keep in mind that there is a time limit before the study is to occur, when it is too late to cancel online. This restriction is listed at the bottom of the page (it can be 24 hours before your timeslot, or much less, such as just 2-4 hours). If you cannot cancel online please email or call the researcher to cancel. **IF YOU DO NOT CANCEL ONLINE, BY EMAIL, OR OVER THE PHONE BEFORE THE START OF THE STUDY YOU WILL BE COUNTED AS A “NO SHOW.” If you are counted as a “no show” for any studies you are not eligible for the 2 free punctual participant credits.**
4. 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. However, this is up to the researcher.

D. Tracking Your Progress

1. You may track your progress at any time by choosing the **My Schedule and Credits** option from the top toolbar.
2. 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. 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. If you have a no show for a study you will see that the status for that study is “failure to appear.”

Note: Your login session will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are finished using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

E. Frequently Asked Questions

1. Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the URL "cookie_help.asp" in place of "default.asp" in the address bar of the browser, when you are on the front page of the site.

2. I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done within a few days after your participation. If it has been several days and you still have not received credit, contact the researcher (his or her contact information will be listed when you click on the study name within the system).

3. How do I change the email address where email notifications from the system are sent?

You can change the email address where notifications are sent by going to **My Profile** and editing the email address you see there.

4. I forgot where and when a study is that I signed up for. What do I do?

Check your e-mail for the **EMS reminder**, or logon to EMS and check your appointments.

5. Should I keep some sort of record of my participation and credits earned?

The system will keep track of the credits you earn and your instructor will have access at the end of the semester to a report of credits earned by students enrolled in the class (and if any students have "no shows"). It is a good idea, however, to occasionally print a personal copy of your credits earned and hold on to that printout as a back up to the system.

6. I showed up for a study on time, and no one was there! What do I do?

First refer to your information about that study session, to make sure you are in the right place at the right time. If you are, then wait at least 10 minutes for the researcher. If they are still not there at that point, you can leave and must send them an email within 24 hours, stating that you were present at the correct place and time for the study (refer to the study name). It is up to the researcher to try to reschedule with you.