



EAST TEXAS A&M

PSY 339.01W: Forensic Psychology

COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Professor: Dr. Stephen Reysen

Class Location: Online

Office Location: Henderson 210

Office Hours: Tuesdays 8:00AM to 1:00PM, and by appointment

Phone: 903-886-5940

Email Address: Stephen.Reysen@etamu.edu (*email is the best way to reach me*)

COURSE INFORMATION

This course examines the intersection of psychology and the legal system. We will broadly review the major areas in which psychology has contributed to the understanding of attitudes and behavior within the legal system, such as eyewitness identification, lie detection, and jury deliberation.

COURSE REQUIREMENTS

Grading:

1. Reaction Papers: Over the course of the semester all students are required to post online (in the discussion section for that week) **THIRTEEN** ¼-page (single spaced) reaction papers. The papers are due Sunday by midnight for that week (see below for topics we are discussing). The purpose of the reaction paper is to apply the concepts in a given article to your own life (e.g., past experience, expectations, ideas of how the concepts can be applied in other areas of life, research ideas). If there are multiple articles in a week, you can write about one of them or all of them. There is no specific requirement for these papers except to show that you have thought about the concepts presented in the article(s). **Within each paper please write one multiple-choice question on that topic.** I highly recommend that you work ahead (e.g., post reactions a couple days in advance of when they are due) to avoid a last minute rush to post your reaction. Late reaction papers will be accepted, however points will be docked. Each paper is worth 10 points.

2. Exams: There will be two online exams. Each exam will consist of 40 multiple choice questions, and are worth 40 points each. You will have 5 hours to complete each exam.

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Please allow yourself at least a full hour on the computer for each exam (you cannot start and stop the exam time).

Exam 1 is due Sunday March 8 by 11:59PM

Exam 2 is due Sunday May 3 by 11:59PM

3. Research Participation: A goal of this class is to help you familiarize yourself with research methods. One manner to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at ETAMU, your understanding of how research is conducted, and human knowledge in general. All students in this class will be required to participate in the psychology department's participant pool or complete alternative assignments (see me for more information on alternative assignments).

Students must complete a total of 6 experiment credits. However, if students complete their first 4 experiment credits without any "no-shows" you will receive 2 free punctual participant credits. In other words, if you show up to your experiments on time you will only need to complete 4 experiment credits. When you first sign into the experiment system (SONA) you will be asked to take a prescreen. The prescreen takes about 20 minutes to complete. If you complete the prescreen in the first two weeks of the semester you will receive ½ free experiment credit.

If you fail to complete this portion of the class your grade will be lowered by one full grade. In effect, if you have an 'A' in the class but fail to complete your research participation (either through participating in research studies, alternative assignments, or a mixture of both) your final grade in the class will be a 'B.' More information about participating in research is given at the end of this syllabus.

Because this is an online class, you can do all of your credits by participating in online studies (i.e., you don't have to participate in studies in which you would be required to travel to the Commerce campus to do a study in a lab).

Assessment:

Reaction papers: 130 points

Exams: 80 points

A = 189-210

B = 168-188

C = 147-167

D = 126-146

F = 125 and below

FREQUENTLY ASKED QUESTIONS

Q: What is the best way to study for the test?

A: Print out and read over the articles and have them with you as you take the test. The questions on the test will be based on the questions prior students posted in the

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reaction papers. Thus, it is a good idea to study those questions (they tend to be similar semester to semester).

Q: I forgot to post my reaction paper can I still post it?

A: Yes, I will take late papers. However, I will take a couple points off for being late. The one exception to this is that all work in the class must be completed by Sunday May 3 by 11:59PM. I will not accept any late work after that time.

Q: Why where points taken off my reaction paper?

A: In myLeo Online there is a way to see any comments I may give. If points are taken off the paper I will put a comment. The two most common reasons for deducting points are (1) the paper is too short (i.e., less than ¼-page single-spaced) and (2) the response is missing the multiple-choice question.

Q: Do I need to understand the statistics in the articles?

A: No, the purpose of the articles is to expose you to actual research and theory. I do not expect you to understand everything in the articles (however, you may have to google some of the terms to gain a fuller understanding of the article).

COURSE OUTLINE / CALENDAR

Week 1: Monday January 12 to Sunday January 18

No reaction papers this week.

Week 2: Monday January 19 to Sunday January 25

Brigham, J. C. (1999). What is forensic psychology, anyway? *Law and Human Behavior*, 23, 273-298.

Week 3: Monday January 26 to Sunday February 1

Moore, M. (2011). Psychological theories of crime and delinquency. *Journal of Human Behavior in the Social Environment*, 21, 226-239.

Saladino, V., Mosca, O., Petruccelli, F., Hoelzlhammer, L., Lauriola, M., Verrastro, V., & Cabras, C. (2021). The vicious cycle: problematic family relations, substance abuse, and crime in adolescence: a narrative review. *Frontiers in Psychology*, 12, 673954.

Week 4: Monday February 2 to Sunday February 8

Dantzker, M. L. (2011). Psychological preemployment screening for police candidates: Seeking consistency if not standardization. *Professional Psychology: Research and Practice*, 42, 276-283.

Eigenberg, H. M., Kappeler, V. E., & McGuffee, K. (2012). Confronting the complexities of domestic violence: A social prescription for rethinking police training. *Journal of Police Crisis Negotiations*, 12, 122-145.

Week 5: Monday February 9 to Sunday February 15

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Johnson, R. R., & Morgan, M. A. (2013). Suspicion formation among police officers: An international literature review. *Criminal Justice Studies*, 26, 99-114.

Magnussen, S., Melinder, A., Stridbeck, U., & Raja, A. Q. (2010). Beliefs about factors affecting the reliability of eyewitness testimony: A comparison of judges, jurors, and the general public. *Applied Cognitive Psychology*, 24, 122-133.

Week 6: Monday February 16 to Sunday February 22

Devery, C. (2010). Criminal profiling and criminal investigation. *Journal of Contemporary Criminal Justice*, 26, 393-409.

Vrij, A., Fisher, R. P., & Blank, H. (2017). A cognitive approach to lie detection: A meta-analysis. *Legal and Criminological Psychology*, 22, 1-21.

Week 7: Monday 23 to Sunday March 1

Kassin, S. M., Drizin, S. A., Grisso, T., Gudjonsson, G. H., Leo, R. A., & Redlich, A. D. (2010). Police-induced confessions: Risk factors and recommendations. *Law and Human Behavior*, 34, 3-38.

Cardenas, S. A. (2023). Charged up and anchored down: A test of two pathways to judgmental and decisional anchoring biases in plea negotiations. *Psychology, Public Policy, and Law*, 29(4), 435-456.

Week 8: Monday March 2 to Sunday March 8

Pirelli, G., Gottdiener, W. H., & Zapf, P. A. (2011). A meta-analytic review of competency to stand trial research. *Psychology, Public Policy, and Law*, 17(1).

In addition to the reaction paper, Exam 1 is also due this week (Due Sunday March 8 by 11:59PM). Exam 1 covers Weeks 2 through 8.

Week 9: Monday March 9 to Sunday March 15: SPRING BREAK

No reaction papers this week.

Week 10: Monday March 16 to Sunday March 22

Vallano, J. P. (2013). Psychological injuries and legal decision making in civil cases: What we know and what we do not know. *Psychological Injury and Law*, 6(2), 99-112.

Ackerman, M. J., Bow, J. N., & Mathy, N. (2021). Child custody evaluation practices: Where we were, where we are, and where we are going. *Professional Psychology: Research and Practice*, 52(4), 406-417.

Week 11: Monday March 23 to Sunday March 29

Peter-Hagene, L. C., & Ratliff, C. L. (2021). When jurors' moral judgments result in jury nullification: moral outrage at the law as a mediator of euthanasia attitudes on verdicts. *Psychiatry, Psychology and Law*, 28(1), 27-49.

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Berryessa, C. M., Dror, I. E., & McCormack, C. J. B. (2023). Prosecuting from the bench? Examining sources of pro-prosecution bias in judges. *Legal and Criminological Psychology, 28*(1), 1-14.

Week 12: Monday March 30 to Sunday April 5

Crocker, C. B., & Kovera, M. B. (2011). Systematic jury selection. In R. Wiener & B. Bornstein (Eds.), *Handbook of trial consulting* (pp. 13-31). Springer.

Daftary-Kapur, T., Dumas, R., Penrod, S. D. (2010). Jury decision-making biases and methods to counter them. *Legal and Criminological Psychology, 15*, 133-154.

Week 13: Monday April 6 to Sunday April 12

Nascimento, A. M., Andrade, J., & de Castro Rodrigues, A. (2023). The psychological impact of restorative justice practices on victims of crimes—a systematic review. *Trauma, Violence, & Abuse, 24*(3), 1929-1947.

Yılmaz, T. (2021). Victimology from clinical psychology perspective: psychological assessment of victims and professionals working with victims. *Current Psychology, 40*(4), 1592-1600.

Week 14: Monday April 13 to Sunday April 19

Principe, G. F., & London, K. (2022). How parents can shape what children remember: Implications for the testimony of young witnesses. *Journal of Applied Research in Memory and Cognition, 11*(3), 289-302.

Steinberg, L. (2009). Adolescent development and juvenile justice. *Annual Review of Clinical Psychology, 5*, 459-485.

Week 15: Monday April 20 to Sunday April 26

Teichman, D., Zamir, E., & Ritov, I. (2023). Biases in legal decision-making: Comparing prosecutors, defense attorneys, law students, and laypersons. *Journal of Empirical Legal Studies, 20*(4), 852-894.

Silver, J. R., & Berryessa, C. M. (2023). Remorse, perceived offender immorality, and lay sentencing preferences. *Journal of Experimental Criminology, 19*(2), 425-463.

Week 16: Monday April 27 to Sunday May 3

No reaction papers this week.

Any research credits/alternative assignments (for the research requirement) is due by Friday May 1 by 11:59PM. The pool closes on that day (all studies close down).

Any late reaction papers are due by Sunday May 3 by 11:59PM (no work will be accepted after that time).

Exam 2 is Due Sunday May 3 by 11:59PM. Exam 2 covers Weeks 10 through 15.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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STUDENT RESPONSIBILITIES FOR COURSE

CWID and Password

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Technology-Related Issues

Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

Course Specific Procedures/Policies

My expectations in this area should be very simple to fulfill. (1) Immaturity will NOT be tolerated! If a student's behavior is disrupting the class, he/she will be asked to stop. (2) Respect: Given the nature of this course, we may discuss issues that some of you may find embarrassing, uncomfortable, and/or even "inappropriate." To remain in this class, you must be respectful of others and maintain a mature and professional manner at all times. Failure to do so will result in your expulsion from the course. (3) 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. It's simple. Do NOT cheat (to cheat is to act dishonestly or unfairly in order to gain an advantage) or plagiarize (to plagiarize is to take the work or idea of someone else and pass it off as one's own)!

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

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Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line
 - Salutation (e.g., Good afternoon, Dr. Jackson)
 - Proper email etiquette (no “text” emails – use proper grammar and punctuation)
 - Student name and CWID after the body of the email (possibly add to student signature on email)
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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The [Code of Student Conduct](#) is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU Attendance

The syllabus/schedule are subject to change.

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

Students with Disabilities -- ADA Statement

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

East Texas A&M University

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Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: [Office of Student Disability Services](#)

Nondiscrimination Notice

East Texas A&M University 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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling-center/>

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it, or follow this link: <https://www.etamu.edu/telus/>

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Community Psychology Clinic

The Community Psychology Clinic at East Texas A&M offers assessments services to assist students who may be experiencing difficulties in their classes, mental health issues, support groups, Autism, ADHD, and assist with gaining accommodations in college. All services are FREE to students. Call today to schedule an appointment 903-886-5660 or email cpc@etamu.edu

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Students' Guide to Research Participation

Department of Psychology & Special Education

East Texas A&M University

- **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 & 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 irb@etamu.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 2 ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this online through the Experiment

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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).

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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.

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

(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@etamu.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@etamu.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

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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”

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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

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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.

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