



## PSY 443 Psychology of Death & Dying

COURSE SYLLABUS: Spring 2026

### INSTRUCTOR INFORMATION

**Instructor:** RJ Ballotti, MS

**Office Location:** Virtual/Henderson 216

**Office Hours:** Virtual via Zoom: M 1-2; W 1-2; F1-2; email to set up

**Office phone:** not applicable

**Office fax:** not applicable

**University Email Address:** Reynolds.Ballotti@etamu.edu

**Preferred Form of Communication:** e-mail

**Communication Response Time:** M-F, typically within 24-48 hrs, with the exception of weekends and holidays, in which case communication will occur the next day the university is open. **Please check your email daily for potential course updates/changes/or news. My main contact with updates will be via email.**

### COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

**Textbook Required:**

**Ebook:** *The Last Dance: Encountering Death & Dying*

Edition: 11

Author: Lynne DeSpelder

\*Using the Connect Access Card provided by the bookstore is **required** so you will have the e-book, and all Connect materials you will need to access. More information regarding this (and how to purchase online through McGraw Hill) can be found on the course webpage Start Here module and via the bookstore.

You will also have access to purchase a discounted loose-leaf copy of the text after purchasing the eBook if you prefer to have a hard copy. More information about this can also be found when registering or purchasing at the bookstore.

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\*\*Any additional readings/materials (e.g., Discussion questions, papers) will be provided via D2L, so make sure to check the D2L Contents page for weekly assignments/due dates, which will give you the assignment and take you to the Connect site.

## **Course Description**

A study of the physiological, psychological, and psychosocial factors involved in the construction of different concepts of death, dying, and mourning. The course will prepare students to engage in the research literature within the applied contexts of death and dying. Topics will cover four major areas of thanatology: 1. History and development of thanatology 2. Psychological and behavioral consequences of mortality The syllabus/schedule are subject to change. 3. Applied understandings of clinical approaches to mourning and grief treatment 4. Cultural and sociological approaches towards death and the dead.

## **Student Learning Outcomes**

1. Students will demonstrate their understanding of thanatology in terms of its historical development, psychological implications, treatment of grief and mourning, and the cultural and social issues around the topic by maintaining class attendance and participating in class discussion.
2. Students will demonstrate understanding and elaboration through engagement with the primary text by participating in weekly discussion posts, which will require students to synthesize multidisciplinary works within the field.
3. Students will pick and analyze a psychological theory within the field of thanatology to explain and evaluate the supporting research, as well as explain future directions for said theory.
4. Students will apply their skills in research literacy to demonstrate their ability to analyze a social, cultural, or political circumstance in terms of our current understandings of death and dying.
5. Students will demonstrate their ability to transform the theoretical knowledge of thanatology into a proposal that addresses a social, cultural, or political concern by developing a solution and presenting it to an audience.

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## COURSE REQUIREMENTS

### Research Participation:

A goal of this class is to help you become familiar with psychological research. One way to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at East Texas A&M, 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 you complete your 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 management system (EMS) 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. This can be combined with later experiments that are worth ½ 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, such as how to log in to the EMS, is given at the end of this syllabus.

## **Minimal Technical Skills Needed**

Learning Management System D2L, Using Microsoft Word, PDF, and Power Point

## **Instructional Methods**

**This class is primarily in person lecture. Students will note that some of the material presented in class will be consistent with their readings in their text. Other information will not be found in the text but provided from resources used by the instructor.**

## **Student Responsibilities or Tips for Success in the Course**

- Make sure to keep up with the Connect readings. Reading the text is a requirement for this course and Connect ensures this is completed.
- Read the text carefully and take notes
- Review all materials for the week's module
- Watch any provided videos
- Prepare for quizzes and tests
- Complete assignments thoroughly and on time
- Read instructions carefully. Failure to follow basic instructions will result in loss of points. Following the instructions carefully will be the best route to obtain your highest score.

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades (this is subject to change if assignments are added/subtracted)

A = 679 - 755 Points

B = 604 - 678 Points

C = 528 - 603 Points

D = 453 - 527 Points

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F = 452 & < Points

Weights of the assessments in the calculation of the final letter grade.

Example:

Smart Book Chapter Readings in Connect	26.3%
Discussions	12.2%
Lossography	8.7%
Quizzes	43.8/%
Research Project	8.7%

Research Participation can affect final grade as mentioned earlier in the syllabus.

TOTAL 100%

### **Assessments**

**Your grade will be based on the following: (This could change. Please make sure to have the most current syllabus from the course page)**

**Final Grade:**

- Connect Smartbook Chapter Readings (15 total – 300 points)
- Discussions (7 total at 140 points)
- Lossography/Deathography (100 points)
- Quizzes (500 points)
- Research Project- Topic research paper- (100 points)
- Research participation

\*\*Check D2L weekly because Discussions are completed in D2L and the modules will contain what is needed to be done for the week. It's best to access Connect through the links in D2L modules.

**Connect SmartBook Chapter Reading Assignments:** Reading and comprehending the subject matter is an essential component of college level upper class work. To ensure reading and comprehension of the material, there will be 15 adaptive smartbook chapter reading assignments, one for each chapter accessed through Connect software. The due dates are typically by quiz day and the chapters of the quiz are due. No Late Smartbook readings. You will need to manage your time appropriately as with any course to make sure you get the required reading done for the upcoming quiz.

**Discussions:** There will be about 7 discussion posts throughout the semester. Students must respond to 2 other students' posts (saying only "I agree/disagree" without elaborating and using academic sources DOES NOT COUNT). The discussion posts will require students to respond to a prompt, which must include **the textbook** as a

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source (not solely your opinion and not AI response which will result in an automatic zero). Your text source and page MUST be cited in APA format. Discussion posts **must** include your text, *The Last Dance: Encountering Death and Dying (11th Edition)* in the correct citation format. If you used an additional source, also cite correctly. However, the emphasis will be on citing the text for the answer. If the Discussion question is not answered using the material from the text, credit will not be received. The purpose of Discussion questions are to make sure you are reading and comprehending the material provided in the text.

How discussion posts will be graded: • A **well-thought** post was made that appropriately responded to the prompt (10 points) • the text was used and appropriately cited (3 points) • At least **two** responses to other student's posts (2 points)

**Lossography/Deathography:** Details will be found in the module in plenty of time before the due date.

**Research Paper:** A traditional research paper on a topic from the textbook. The paper length is 3-4 pages (not including the title page and reference page). The paper should follow current APA formatting and include four references (at minimum 3 peer-reviewed research articles as references. Your text can be the fourth).

**Quizzes:** There are quizzes approximately every 3 chapters (3 weeks)

**Required Research Participation:** see further down in syllabus.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M 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](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](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## ACCESS AND NAVIGATION

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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@tamuc.edu](mailto:helpdesk@tamuc.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.

#### 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>

## COMMUNICATION AND SUPPORT

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

### Interaction with Instructor Statement

**I prefer you to contact me via email. I will respond within 24 hours M-F. If you have questions that can be answered via email, I will respond. If your question requires more clarification than can be given through email, I will schedule a virtual appointment with you during my office hours or at a mutually agreed upon time.**

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

**\*\*\*NO LATE ASSIGNMENTS OR CHAPTER READINGS\*\*\* Plan your time accordingly**

Make-up examinations will **ONLY** be given in extreme situations such as a serious illness (you must have a doctor's note), death in your family or an officially excused absence by the University. If any of these situations occur, you **MUST** notify me **prior to the exam**. Make-ups will only be given if I have been notified **PRIOR** to the exam and can verify your reason for missing the exam. All missing exams not meeting this criterion will be given a grade of F.

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## **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.

## **University Specific Procedures**

### **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 can be found at <https://www.tamuc.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.tamuc.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **Academic Integrity**

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

Undergraduate student academic dishonesty policy  
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy  
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:  
<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:  
<https://inside.tamuc.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

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## East Texas A&M Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage.

### Artificial Intelligence

East Texas A&M acknowledges that there are legitimate uses of East Texas A&M 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 Services  
Velma K. Waters Library- Room 162

**Phone (903) 886-5930**

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Website:** <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

### Mental Health and Well-Being

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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.



### **East Texas A&M Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, 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 [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Nondiscrimination Notice**

East Texas A&M 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 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 A&M-Commerce 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.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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

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## Department or Accrediting Agency Required Content

### COURSE OUTLINE / CALENDAR

**Week 1: Chapter 1: Attitudes Towards Death; Connect Chapter 1 Reading**

**Week 2: Chapter 2 Learning About Death; Connect Chapter 2 Reading and Discussion**

**Week 3: Chapter 3: Perspectives: Historical & Cultural; Connect Chapter 3 Reading; Quiz ch 1-3, Connect readings due**

**Week 4: Chapter 4: Death Systems: Mortality and Society; Connect Chapter 4 Reading and Discussion**

**Week 5: Chapter 5: Health care: patients, staff, and institutions: Connect Chapter 5 Reading**

**Week 6: Chapter 6: End-of-life Issues and Decisions; Connect Chapter 6 Reading and Discussion; Quiz Ch 4-6; Connect readings due**

**Week 7: Chapter 7: Facing Death: living with Life-threatening Illness; Connect Chapter 7 Reading**

**Week 8: Chapter 8: Last Rites: funerals and body disposition; Connect Chapter 8 Reading and Discussion**

**Week 9: Chapter 9: Survivors: understanding the experience of loss; Connect Chapter 9 Reading; Quiz 7-9; Connect readings due**

**Week 10: Chapter 10: Death in the Lives of Children and Adolescents; Connect Chapter 10 Reading and Discussion**

**Week 11: Chapter 11: Pharmacotherapy of Alcohol and Drug-Related Disorders; Connect Chapter 11 Reading; Lossography Due**

**Week 12: Chapter 12: Suicide and Connect Chapter 12 Reading; Discussion; Quiz ch 10-12; Connect readings due**

**Week 13: Ch 13 Risks, Perils, and Traumatic Death; Connect Chapter 13 Reading and Discussion**

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**Week 14: Chapter 14: Beyond Death/After Life; Connect Chapter 14 Reading**

**Week 15: Chapter 15: The Path Ahead; Connect Chapter 15 Reading; Final Paper due**

**Week 16: Final Quiz Ch 13-15**

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Student Memo: Fall 2025

Dear Student:

Below are important points to remember when participating in research for your course credit.

1. When you first log-on to the EMS (Experiment Management System), make sure to **register under the correct instructor AND course number AND section number** (you can find this information on your course syllabus or your myLeo). If you choose the wrong one, you won't get your credits!
2. After you register, take the prescreen survey (even if you have done it before). The prescreen is very short and will allow you to participate in more research studies than if you did not complete the prescreen. **IF YOU TAKE THE PRESCREEN DURING THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL RECEIVE A FREE HALF CREDIT (0.5 CREDITS)**. When you are completing the prescreen the system will log you off after 15 minutes of inactivity. If you must step away, or if you spend more than 15 minutes on any one section, **SAVE YOUR ANSWERS**.
3. Do not let your junk email filter prevent you from seeing EMS emails. This will make it impossible for you to be properly scheduled, to receive updates, and so on.
4. Do not procrastinate on the research requirement for the class. Take the prescreen in the first two weeks of the semester (for a free 0.5 credit) and get started participating in online studies. In general, there are fewer research studies at the end of the semester, and you will be busy studying for finals.

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.



If you have questions, you should consult the Research Participant Pool Guidelines you received with your syllabus. If you still have questions, please check with your instructor first, then the EMS administrator ([curt.carlson@tamuc.edu](mailto:curt.carlson@tamuc.edu)) if necessary.

Thank you, Curt Carlson & Stephen Reysen

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## Students' Guide to Research Participation

### Department of Psychology & Special Education

### East Texas A&M

- **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 information requires you to fulfill several research credits through one or both of these activities. Or, research participation is by extra credit – ask your instructor if you are not sure whether or not it is required.

- **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 East Texas A&M 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 (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 the number of research credits specified by your instructor (by participating in research, or alternative assignments, or a mixture of both).

- **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.

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- **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.

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

You will be penalized if participation is required, and this penalty is up to your instructor.

- **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.

- **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.

## 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@tamuc.edu](mailto: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.)

### 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](mailto:curt.carlson@tamuc.edu) with your full name and a detailed description of the problem.

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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. Online studies will generally have just one timeslot with a set max number of students who can participate. Simply select that timeslot, and it will inform you how long you have to participate in the study.

### **C. Canceling a Sign-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.
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

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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.
3. 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.

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 some time and you have still not received credit, contact the researcher (his or her contact information should 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. Should I keep some sort of record of my participation and credits earned?*

*The syllabus/schedule are subject to change.*

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. 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.

*The syllabus/schedule are subject to change.*