

**Psychology Undergraduate Computer Laboratory  
Policies & Procedures Manual  
2017-2018**

Director: Dr. James Brown

Undergraduate Computer Laboratory Assistants (UCLAs):

Full-time: Jaeseon Song, Phone 706-255-0790, Office: Room 502e, Jaeseon.Song@uga.edu

Part-time: Tim Wanger, Phone 608-287-4883, wanger@uga.edu

A website with lab hours is maintained at:

<http://psychology.uga.edu/resources/uga-psychology-department-undergraduate-computer-lab>

*A form to request research time in the lab can also be found on this site.*

## Table of Contents

<b>Introduction.....</b>	<b>2</b>
<b>Mandatory Orientation Meetings.....</b>	<b>2</b>
<b>Entering/Exiting &amp; Alarm Policies and Procedures.....</b>	<b>3</b>
<b>Room 102 Log Book.....</b>	<b>4</b>
<b>Scheduling Policies and Procedures.....</b>	<b>5</b>
<b>Equipment Operation and Related Issues.....</b>	<b>6</b>
<b>Example Sign-In Sheet.....</b>	<b>8</b>
<b>Research Use Policy.....</b>	<b>9</b>
<b>vLab: UGA's Virtual Lab .....</b>	<b>11</b>

## Introduction

The Psychology Undergraduate Computer Laboratory was designed and constructed as an instructional resource for the entire psychology department. Traditionally the department's Research Design in Psychology (PSYC3980) and Research Analysis in Psychology (PSYC3990) courses have been assigned to this room because of the computer based statistical packages often used by these courses. However, instructors, GTAs, and TAs should view the assignment of their courses to this room as a privilege. Failure to follow and enforce the policies and procedures of the lab will lead to a loss of this privilege and reassignment to another room.

The following policies and procedures are intended to help in the operation, scheduling, maintenance, and security of our laboratory. Please read each of the following sections carefully so you will fully understand your responsibilities while using the laboratory.

It is important for everyone to realize they are responsible for what happens in room 102 during their assigned time. You are responsible for supervising your students during the entire class or lab period. Anyone found leaving their students unsupervised for their class period will risk losing lab privileges. During your assigned time, nobody else should be in the room. Unless someone has received prior approval and we have informed you of that approval, you have the responsibility and authority to request anyone who is not in your class to leave room 102. If you have any problems with anyone not heeding this request, ask for their name. If they refuse to meet this request and remain in the room, ask Cicely Robinson-Jones (room 203) to contact campus police.

## Mandatory Orientation Meetings

An orientation meeting will be held at the beginning of every semester covering laboratory policies and procedures. You will also be required to sign a form (see page 9 of this manual) concerning the material covered in this manual. If you do not contact them by the end of the first week, you will be locked out of the lab and not able to conduct classes until you do so. The date and time of the orientation meetings will be announced via e-mail through the department's faculty and graduate student email lists. You may also be contacted at home if you have not been in touch with them. **IT IS YOUR RESPONSIBILITY TO CONTACT THE UCLAs.** All questions concerning combinations and lab hours are to be directed toward the UCLAs. Persons in the main office are not responsible for these matters.

## **Entering/Exiting & Alarm Policies and Procedures**

### ENTERING THE LAB

#### *The alarm*

The alarm will be armed and disarmed at the beginning and at the end of each day by the UCLA(s). If the red alarm light is on to the right of the door, **DO NOT OPEN THE DOOR!**

Note: you must contact a UCLA to discuss scheduling any extra hours you might want in room 102 other than those you are assigned, otherwise the alarm will be armed.

***What should you do if the alarm light is on (armed) when you are supposed to use the lab?***

***What is the chain of command?***

- (1). First, contact a UCLA. Paul Weiler's cell phone, email, and office information are located on the computer lab door.
- (2) Second, if a UCLA is unavailable, contact Dr. Brown (room 502, 706-542-8045).
- (3) Third, if Dr. Brown is unavailable, contact Cicely Robinson-Jones ONLY (room 203). Do not contact/ask/bother the department staff in room 228 for the combination to the door or alarm system. They will not have it and have no responsibilities relative to the lab.

If all of the above options fail, then you can request students to wait until a contact person is found or cancel class. Unless the situation is resolved by contacting Dr. Brown (i.e., even if it is resolved via by the first or third options), you should send Dr. Brown an email ([jmbrown@uga.edu](mailto:jmbrown@uga.edu)) as soon as possible informing him of what happened including your name, the day, time, and course involved.

#### *The door*

You will be given the combination to the door by the UCLAs only. **Do not** disperse this code to other TAs, students, or fellow peers or staff.

### EXITING THE LAB

When leaving room 102, make sure you have:

- 1) **Confirmed that ALL of your students have logged off of their computers.**
- 2) Turned off the projector and instructor computer.
- 3) Signed out in the log book.
- 4) Shut the door, even if you know a class comes in immediately following yours (even if students are waiting in the hallway outside). This way, we can be sure that only authorized persons will be able to enter the room. Ask any students not in your class to wait outside until their instructor arrives to let them in.

## **Room 102 Log Book**

### **LOG IN PROCEDURES**

A notebook containing log sheets will be maintained in room 102. You will be required to sign and date this when you enter the room. There is a checklist you will check off when you enter the room (see page 9 of this manual). You are responsible for marking the checklist accurately. For example, if you fail to note empty soda cans or trash in the room and check (no), you will be held responsible when the person following you checks (yes) upon entering the room. Failure to log in and out may result in a loss of privileges.

**WITHOUT EXCEPTION, NO FOOD OR DRINKS ARE ALLOWED IN ROOM 102. IT IS YOUR RESPONSIBILITY TO ENFORCE THIS RULE WITH YOUR STUDENTS. FAILURE TO DO SO MAY RESULT IN THE LOSS OF PRIVILEGES. THIS MAKES ACCURATE RECORDING ON THE LOG SHEET VERY IMPORTANT FOR THE PROTECTION OF YOUR PRIVILEGES.**

## Scheduling Policies and Procedures

### *Assigning courses to room 102:*

At the beginning of each semester, the full-time UCLA is given a list of class periods and days faculty and graduate students need the lab each week based on assignments by the Associate Head for PSYC3980 & PSYC3990. Instructors/TAs for other courses requiring use of the lab should respond to the UCLA request for others who want to schedule their course or specific class periods in 102. The full-time UCLA will try to meet all requests in addition to PSYC3980 & PSYC3990, but may be unable to accommodate everyone due to conflicts.

### *Open lab hours scheduling:*

Based on the list of class periods and days faculty and graduate students need the lab each week, the full-time UCLA creates a schedule to determine when the lab will be available for open lab hours. Open lab hours will be posted on the computer lab website (<http://psychology.uga.edu/resources/uga-psychology-department-undergraduate-computer-lab>). A UCLA will be on duty in the lab during the posted open lab times. During open lab hours undergraduate students can drop in and use the lab for assignments related to their psychology classes.

### *UCLA responsibilities during open lab hours:*

During open hours the UCLAs are responsible for oversight of the lab and helping if there are any hardware or software problems. Instructors should be aware, and make sure their students are aware, that the UCLAs are not responsible for helping students with specific assignments (e.g., explaining how to create a specific SPSS analysis based on a class project the student has brought in for analysis). The UCLAs may assist in such instances if they choose to, but they are not required to, and should not be expected to do so.

### *Changes in room 102 scheduling:*

You may not arbitrarily switch your time in room 102 or schedule additional time in room 102. You must contact the full-time UCLA to switch your time slot and/or to schedule additional time.

### *Requesting time in room 102 for running subjects:*

There is a pre-approval policy for obtaining the use of room 102 for research (e.g., RP subjects). The full-time UCLA is in charge of implementing the policy. See page 9 for UCL Research Policy.

## Equipment Operation and Related Issues

### *Instructor Computer, Projector, & Cabinet*

A ceiling projector is connected to the instructor computer. This projector can be used to show either DVDs or the instructor computer. The bulb in this projector is expensive and has a limited number of operating hours. **Please turn off the projector immediately after you have finished using it.**

If the projector is on when you entered the room, please note it in the log book and send an email message immediately to the UCLA(s) telling them the day and time it was found left on. This way we can attempt to ascertain who was in the room and was responsible for leaving it on.

### *Turning the computers on*

The computers should be on when you enter the room. If the green light on the monitor is on but the screen is black, the computer is in "sleep" mode. Just hit a key on the keyboard or move the mouse and the screen should come on. If the screen is black and there is no green light on the monitor, first check if the monitor was turned off by pressing the power button on bottom right of screen. If it comes on and the screen is still black then the computer is truly off. In that case press the "power" key in the upper left-hand corner on the front of the computer. If this does not solve the problem use another computer and make a note in the lab log book of the unit you had problems with.

### *Printing*

Printing from a computer in the lab is now done through the WEPA (Wireless Everywhere Print Everywhere) system through EITS. Students can print directly to the WEPA system from any computer in the lab at which they are logged in with their UGA MyID. This print job can be picked up at any WEPA kiosk across campus. The closest kiosk to the undergraduate computer lab is located in the first floor lounge area by the vending machines. For a complete list of these kiosks across campus, please visit: [http://eits.uga.edu/support/printing\\_kiosks](http://eits.uga.edu/support/printing_kiosks). Printing is no longer free using this system. Any user who wishes to print will be asked to login at a WEPA kiosk (i.e., swiping UGA card, typing in UGA MyID and password, typing in reference number for that print job) and then select the job(s) he/she wishes to print. The kiosk will tell you the cost of the selected print job(s) prior to printing. Payments are accepted in the form of Bulldog Bucks, credit card, or WEPA print card. Students must already have money loaded onto their UGA card (i.e., Bulldog Bucks account) prior to using that card as a form of payment. Users have the option of printing in color or black and white by selecting either "WEPA Color" or "WEPA Black & White" in the print screen of whatever program is being used. Currently (6-13-14), the black and white option is \$0.06 per page while the color print option is \$0.50 per page. Please make students aware of this cost as it could become quite expensive if they do not take this into account. If you have any questions regarding this new system or have any problems with it, please let one of the UCLAs know so we can assist you.

### *Backing-up/Saving work*

Everyone using the computers in the 102 should operate under the policy that anything of value should be backed up. Do not leave files behind on any of the computers in the lab. UCLAs do periodic hard-drive maintenance, including purging any files not essential for operation.

Be sure your students understand they should ALWAYS save their data at every possible opportunity, and keep backup copies. SPSS on these machines has been known to freeze up. It is strongly suggested work be saved periodically (e.g. every so many entries).

### *Logging out of all computers*

It is important that everyone that logs into a computer in the lab (i.e., teachers and students) logout before they leave. As the TA/GTA, it is your responsibility to make sure that no one leaves the lab prior to logging out of their computer. If for whatever reasons there are computers that been left logged on that need to be signed off but that person is not there, do the following:

- Press Crlt+Alt+Delete
- Press New Credentials
- Confirm that you want to log the other user off
  - Note: all of this users unsaved work will be lost if they are logged off. This cannot be undone.
- Sign in with the new users MyID and password

If for any reason this protocol does not operate properly, please contact a UCLA immediately and note the computer number that is having the issue so we can take care of it.

### Example Sign-in Sheet for Room 102 Use

Instructions for filling out sheet:

- Fill in name and date/time slots upon entering the room.
- If the answer to any of the following is “yes” (or “no” in the case of white board cleaned), e-mail [rwp13074@uga.edu](mailto:rwp13074@uga.edu) as soon as possible so it can be discussed with the prior user of the lab. Or, in the case of supplies (bottom line of sign-in sheet) more supplies can be requested.
- Look for trash on the desks and floor, including newspapers, and especially cans, bottles, and food wrappers. **WITHOUT EXCEPTION, FOOD AND DRINKS ARE NOT ALLOWED IN ROOM 102!**
- Was the door to room 102 left open by the previous user?
- Was the projector left on by the previous user?
- Were the white boards clean?

Name	Date/Time	
	(Circle one)	
Door left open?	Yes	No
Trash left in room?	Yes	No
White boards cleaned?	Yes	No
Projector on?	Yes	No

## **Psychology Undergraduate Computer Instruction Laboratory Research Use Policy**

If a lab or graduate student wishes to conduct research in the undergraduate computer lab, all involved persons must complete the research request form on the computer lab. Submit this form to the full-time TA listed at the top of this document. All information as detailed below must be included on this form.

All proposed and accepted research projects will be coordinated through the full-time UCLA. Availability of the lab for research will be limited to Monday through Friday between the hours of 8am and 6pm **when not in use for classes or open hours**. As such the hours the lab will be available for research will vary from semester to semester as well as during the semester. Only graduate students assigned the lab for their research will be given the combination to the lab door (although see #6 below).

Priorities for using the lab for research will be:

1. Dissertation research with RP Pool participants
2. Master's thesis research with RP Pool participants
3. Possibly other graduate student research with RP Pool participants, with priority based on student's year (i.e., 1<sup>st</sup> year students have highest priority, later-year students have lower priority).

Procedures for allocating/scheduling lab time for research:

1. Graduate students conducting research approved by the IRB and falling within one of the priorities above would be eligible to submit requests for use of the lab. This request should document their priority level and be signed by the major professor/faculty supervisor.

Requests should include the researcher's preferred weekly lab times. Researchers should consult the most current posted lab hours schedule (<http://psychology.uga.edu/resources/uga-psychology-department-undergraduate-computer-lab>) and use it as a guideline for potential open hours. They should rank order any or all open times they would like to use the lab with the understanding that they will likely receive a maximum of four hours per week unless more hours are available. So the TA scheduling times knows, researchers should clearly note in their requests the duration of their experiments (e.g., 30, 60, 90, 120 minutes) and approximately how many total hours (or slots if > or < an hour) they project they will need for their study. Researchers should also make clear in their requests any software that may need to be installed for their study.

2. Assignment of times to researchers will be by lottery at each priority level. For example, each dissertation student will receive their time based on their lottery number, i.e., the #1 student will receive their first choice, the #2 student will receive their highest possible choice, etc.. Assignment to dissertation students stops when all students have either been assigned a maximum of 4 hours or no further assignments are possible, given scheduling

constraints. Assignment of the remaining times to thesis students proceeds in the same way.

3. In order to maximize all researchers' access to optimal data collection times, lab assignments would be in effect for a period of approximately 4 weeks with the understanding that due to possible changes in open hours or other instructional uses they may occasionally lose some of their time slots. When this happens the TA will attempt to find alternative hours that the researcher can use if they chose. After four weeks the lottery process would be repeated and times re-assigned.
4. The full-time UCLA will handle the assignment of lab times and set the dates of the assignment periods based on the calendar for each semester and the opening and closing dates of the RP Pool. These dates would be announced to the Department at the start of each semester.
5. Before data collection begins, graduate students should submit via email a list of any undergraduate research assistants (e.g., PSYC4800's) who will be assisting them in the lab. Graduate students are expected to directly supervise any research they conduct in the lab, so giving undergraduates the door combination may be unnecessary. However, in the event it is needed, graduate students should note in their email any of their assistants that will be given the lab door combination.
6. The procedures above will be reviewed annually and revised as appropriate.

Using the lab for research is a privilege:

Graduate students using the lab for research will be expected to follow the same rules and guidelines as expected of instructors. The graduate student conducting the research project assumes responsibility for ensuring that all lab policies/procedures are followed (whether they use undergraduate research assistants or not). This includes filling out the sign-in sheet each time they use it, being responsible trash is not left in lab by RP participants, enforcing no food/no drinks policy, etc. Researchers found not following lab policies will be given a warning after first occurrence. If a researcher is found not following lab policies a second time they will either lose their lab privileges for the remainder of the semester or be assigned the lowest priority for scheduling for the remainder of the semester.

## **vLab: UGA's Virtual Lab**

### Overview

The University of Georgia has launched a new service to remotely access lab software from anywhere, anytime via a web browser on any device. The UGA Virtual Lab (vLab) allows students with a MyID and password to access a lab environment with applications to use on their work and personal devices, regardless if they are on or off campus. It's like going to a computer lab without leaving your residence hall or home. vLab users can remotely access software such as SPSS, STATA, and EndNote from anywhere without having to pay for expensive licenses. It is recommended that instructors/TAs inform their classes of vLab as many students are unaware of its existence.

### Benefits

- 24/7 access to a virtual lab via any device with a web browser and Citrix Receiver, regardless of user's physical location.
- No need to visit a computer lab to access software available in a lab.
- Ability to access current versions of software.

### Available Software

- Microsoft Office (Word, Excel, PowerPoint, Publisher and Access)
- SPSS
- STATA
- EndNote
- LabStats
- TurningPoint AnyWhere 2008
- Respondus LockDown Browser

Login: <https://vlab.uga.edu/Citrix/vLabWeb/>

For technical assistance, contact the EITS Help Desk at 706-542-3106 or [helpdesk@uga.edu](mailto:helpdesk@uga.edu).