

Checklist for Running Lab Experiments

Prior to running a batch of sessions (you should arrive ~15 minutes prior to first session):	
	Make sure you have copies of all paper documents (e.g., blank consent forms)
	Check Sona to get the list of subjects
	Turn the red light on
	Get pens from 3131
Prior to each session:	
	Put out all paper documents (e.g., consent forms) and pens at each booth
	Start the experiment program at each booth
	At the session start time, go to the waiting room (3105) and call subjects' names and the Sona #
	Have each subject say their full name to you to ensure you are collecting the correct people
During each session:	
	Close the door
	Subject must not have food or drink. Make them get rid of any before entering the room
	Subjects must turn off and put away their cell phones
	Subjects must read the consent form, print their name, sign, and date the form
	You must then collect the consent forms and record subjects' names on the subject log
	You must also sign (Researcher's Signature) and date each form
	Give clear instructions and check for understanding ("Do you have any questions?")
	Monitor all subjects while they complete the experiment
	Note any unusual or disruptive behavior on the subject log
At the end of each session:	
	Give subjects a debriefing form (if it is the last experiment session)
	Quit the computer program and make sure the data saved
	Assign credits in Sona
At the end of a batch of sessions:	
	Collect and organize all paperwork and put it away in the appropriate folders in 3131
	Collect all the pens and return them to 3131
	Clean the computers
	Turn the red light off, turn the room lights off, close the door, and make sure the door is locked
	Return the lab key to the key box and scramble the numbers
	Report any issues or mistakes immediately