

Procedures for using students in research whether as subjects or assistants.

1. Federal regulations. Office of Human Research Protection. Institutional Review Board.

a. As subjects.

*Item 1.* Strictly voluntary. All must read and sign an informed consent document which fully explains the procedures, risks, and subject's rights, such as, no coercion, free to withdraw at any point in a project without penalty, and who to contact if a problem arises. A template is available on the LSU IRB website: <http://www.lsu.edu/irb/researchers.shtml>

*Item 2.* A research activity, in a non-research designated class, cannot be a required component or part of a list of activities from which the students must select. Research activities in non-research classes can only be offered as an extra credit option (See item 4 in this section).

*Item 3.* To avoid the appearance of coercion, instructors who are also investigators in a research project for which their students are being recruited should be unaware, when possible, of which students did or did not volunteer as subjects. Students should be consented by a faculty member other than the instructor and the signed forms held by the other individual until after grades are submitted. The consent forms can then be used to determine whose data can be included in any subsequent research analyses. If this process is not feasible (i.e., data analysis needs to be undertaken before the end of the semester), every effort must be made to keep the instructor blind to the participation/non-participation of status of the students. In this case, a co-investigator who is not associated with the class should prepare an identifier-free data set.

*Item 4.* If students are offered extra credit for participation, alternate procedures, of equal time/effort, for earning extra credit must be available for any student unable or unwilling to participate in an experiment.

b. As assistants

*Item 1.* To interact directly with subjects and/or handle data that is not completely anonymous, the student assistant must complete the NIH online Human Subjects Training program. The website is: <http://phrp.nihtraining.com/users/login.php> Two copies of the completion certificate must be printed, one to be retained by the student, one forwarded to the IRB. The student's supervising professor may request a third copy. If a student's work, as an assistant does not involve direct interaction with subjects or handling data that contains subject identities, an NIH training certificate is not needed.

2. University regulations.

*Item 1.* Students who wish to work with faculty on selected projects can enroll in KIN 2900, 4900, or 8900. The work site, day, and time for these TBA classes are negotiated, but once set should not be changed without the student and instructor approval. This also applies to any class that has a part of its hours TBA.

*Item 2.* Students in a 3-hour lecture class, or combination lecture/lab class, that has all weekly hours stipulated in the schedule book, can be used to assist in research if the activity occurs during regularly scheduled class time, is relevant to the course

content, and provides learning opportunities for students as its primary outcome. Faculty cannot require students to attend or participate in any event outside of class time unless such activity was clearly announced on the first day of class, is part of an extra credit opportunity, or has significant scheduling flexibility (e.g., students can be required to attend a sporting event to make observations but must be given a choice regarding the specific event they attend).