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**Procedures for Conducting Research in which Students in Psychology Classes Participate**

These instructions assume that you have a faculty supervisor for your research project, and that you have discussed your project with and have obtained approval from your supervisor. You must have a faculty supervisor before conducting any research. Students who engage in research without a faculty supervisor are subject to being banned from sponsored research, which may make it impossible for you to complete a Psychology Major. Also, failure to follow these guidelines may result in access to the subject pool being denied.

**Preliminary Requirement**

Student investigators, as well as all persons associated with research involving human participants, must complete the training requirement set forth by the Institutional Review Board (IRB) of Mercer University. The training tool selected is the Human Participant Protection Education Course Institute. Once the online course has been completed, you need to take the online test. The results must be forwarded to the IRB office of Mercer University prior to contact with your research participants.

\*Make a PDF file and email it to: [white\_ag@mercer.edu](mailto:white_ag@mercer.edu) (save a copy of your PDF for yourself).

\*Course and Test URL: http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp

\*Mercer University Office of Research Compliance URL: <http://www2.mercer.edu/ResearchCompliance/default.htm>

**Step 1. Institutional Review Board**

ALL research at Mercer University must be approved by the Institutional Review Board (IRB). Most psychological research involves minimal risk to participants and will typically be approved by the IRB through an expedited review. Minimal risk includes taking any physical measures such as heart rate or blood pressure, exercise by healthy persons, ingestion of normal amounts of common substances such as food and caffeine, and so forth. Other types of research may potentially involve more risk to participants; such research will be approved only after a full review by the IRB. A complete list of procedures that may involve risk can be found in the Ethical Principles of the Ameri­can Psychological Association (APA, 2002) and the Guidelines of Mercer University's Institutional Review Board (Mercer University IRB, 2002). It is important to understand that different kinds of research may require different kinds of IRB applications and approval procedures. Full reviews will take more time than expedited reviews.

Consult with your faculty supervisor to determine the kinds of risks and research procedures and potential risks of your research project. Officially, you will be the Principal Investigator and your supervisor will serve as the Faculty Sponsor on record for your research. If there is minimal risk associated with your study, you will need to complete the Minimal Risk and Non-invasive Procedure Application Form. This form will require you to include copies of all research materials to be used. Your application must be submitted to Ms. Ava Chambliss-Richardson in the Office of Research Compliance.

Additional information and downloadable copies of all IRB forms can be obtained from the IRB website maintained by the Office of Research Compliance. <http://www2.mercer.edu/ResearchCompliance/default.htm>

NO RESEARCH MAY BE CONDUCTED UNTIL YOU RECEIVE AN IRB APPROVAL LETER. You CANNOT put out sign-up sheets until your study has been approved. Once approved, you may proceed with Step 2.

**Step 2. Information Sheet & Sign-Up Sheet**

Create an *Information Sheet* (See Page 9) on which volunteers may obtain information about your study and a *Sign-Up Sheet* (See Page 10) so that students may volunteer to participate. Both your supervisor and the department Chair must sign your *Information Sheet* before you can post it (and the *Sign-up Sheet(s)*) for participants. You will need to tell the Chair how many participants you intend to obtain and the amount of time required for each session. After obtaining the signature of the department Chair ask the department secretary to log your study into the department record and assign your study a number. Be sure to copy the *Information Sheet* for your faculty supervisor and for the department files. When you post your study, you will post the *Sign-up Sheet(s)* underneath a copy of your *Information Sheet* outlining the details of your study.This *Information Sheet* must include the following:

A. the title and number for your study;

B. a brief description of the procedures of the study, including anything that would be reasonably expected to influence a participant’s decision to participate;

C. any special conditions that restrict volunteering, such as males only and so forth;

D. the name, box number, and telephone number, and email address of the inves­tigator;

E. the name and signature of the faculty supervisor;

F. the name and signature of the Chair of Psychology;

**Step 3. Reserving Rooms**

If you plan to conduct the study in Wiggs Hall (Psychology Building), you must reserve a room. Determine which room(s) suit your needs and on which dates and times you will need the room(s). Then see the Psychology Department Secretary to make the reservation(s).

Your Sign‑up and Information Sheets should provide exact information about the location, time, and date of the study. There should, of course, be enough openings to account for all the volunteers you will require, plus some extra openings to allow for the possibility that some may cancel. Also, MAKE SURE THAT YOU PROVIDE INFORMATION FOR PARTICIPANTS ABOUT HOW THEY MAY CONTACT YOU, IF NECESSARY. Although there are many variations for sign‑up sheets, the sample included in this packet (see Page 10) has the advantage of enabling the volunteers to take a reminder slip with them.

**Step 4. Participant Sign-Up**

At least three class days prior to the first research appoint­ment, place your *Sign‑up Sheet* and *Information Sheet* on the bulletin board in the lobby of the Psychology Building. Although not required, it may help to give the instructors who are offering credit a reminder slip so they can announce the presence of your *Sign‑up Sheet* to their classes. You must leave your *Sign-up Sheet* on the board throughout the duration of your study. Many who have signed up for the study will have lost their reminder slips, so the *Sign-up Sheet* is the only way for them to determine when and where to show up. Leaving your Sign-up Sheet on the board will reduce the number of people who sign up but do not show up.

Any participant who does not show up for a session is considered a “no show” and should be penalized one (1) credit. Any participant who cancels less than 24 hours in advance of a session should also be considered a no show. However, you as the investigator may use your own discretion to decide whether you want to allow a participant to reschedule once before being penalized. You may negotiate this with your own participants.

**Step 5. Informed Consent**

If your study procedures include written consent, you must first sign and distribute *Informed Consent Forms* to every participant. Each participant should receive two copies at the time of their arrival and before beginning your study. One copy, signed by you and then the participant, must be returned to you. You must turn these in to your faculty supervisor, who must maintain a file of these completed forms for at least three years after the completion of your study. This file must be available for inspection by a member of the IRB at all times. The second copy of the *Informed Consent Form* is the participant’s copy. The participant will keep this copy for his or her own personal records and as a receipt. Note: You may want to sign an original *Informed Consent Form* and then make the appropriate number of copies before you begin meeting with your participants. A sample *Informed Consent Form* is found on Pages 4-6 of this document.

The sample *Informed Consent Form* in this document contains the minimum elements, which the Department of Psychology at Mercer University requires for use of human participants in research. This format is recommended. INFORMATION RELATIVE TO YOUR STUDY, WHICH YOU SUPPLY, IS INDICATED IN ITALICS WITHIN PARENTHESES. If you are mailing a questionnaire/survey to participants, a *Cover Letter* may be required rather than an *Informed Consent Form*. Both *Informed Consent Forms* and *Cover Letters* should include at least the information indicated. It may be necessary in some cases to use separate *Informed Consent Forms* for various aspects of a study, such as different participant groups or individual phases of a multi-phase study. Any bold font currently included on the sample informed consent must be maintained in its exact form on your developed version.

Please note that obtaining informed consent is typically required for most psychological research. Failure to obtain and maintain a record of informed consent may subject you to being banned from conducting additional research at Mercer (even research that is part of a course requirement) and may subject you to other legal penalties, such as charges brought before the Honors and/or Judicial Counsels. Again, you may obtain information related to informed consent at <http://www.mercer.edu/uro/Compliance/IRB/IRB.htm>

**Step 6. Debriefing Research Participants**

Debriefing research participants is required for most behavioral studies and, in most cases, should be done immediately after the experimental session following a script prepared in advance by the researcher in consultation with the Faculty Sponsor. In studies where debriefing subjects immediately after their participation might make the study invalid or make it likely that subsequently collected data would be contaminated, then the researcher is obligated to debrief participants after all the data have been collected. Although other methods may be used in addition, in every case the researcher must place a written debriefing statement on the bulletin board in the foyer of the Psychology Building at least one week before the last day of classes for the term. This Debriefing Statement must be approved by the Faculty Sponsor of the project. See the sample Debriefing Template on Page 8 of this document.

**Step 7. Research Evaluation Form**

Participants must be treated with respect and their participation should be a learning experience. The mechanism for insuring these qualities is the *Research Evaluation Form*. These forms will be readily available to the students and will be posted on the sign-up bulletin board. A sample *Research Evaluation Form* is included in this packet on Page 7. Student participants will place these forms in the dropbox hanging below the sign-up bulletin board in the lobby of Wiggs Hall (Psychology building).

**Step 8. Green Slips**

Immediately upon completion of the study session, you must identify those students who participated as well as those who signed up but did not show up for their sessions. You will need some *Green Slips* to do this. A sample *Green Slip* is included in this packet at the bottom of Page 7. These are also available in the department office. Each slip provides spaces for student information and study information. Have participants fill out the spaces designated for their information, including to which class the participation credits should be applied. As the investigator, you should properly fill out the spaces for your study number, whether the students participated or were “no shows,” and how many credits they each should receive. Make sure each slip is complete, legible, and that both you and your participants have signed them. Each participant will be responsible for placing his or her own green slip in the drop box located underneath the sign-up bulletin board. As the researcher, you are responsible for doing the same with your no-show slips. **Do this following the completion of each study session.** The department secretary will log each participant’s credits, and then inform the appropriate instructors about who participated and who did not show up for your study. When you have completed your project, give all sign-up sheets with your collected and signed *Informed Consent Forms* to your faculty supervisor.

Any participant who, upon reading your informed consent, decided not to participate in your study must be awarded one (1) research credit (one half hour). The same applies to any participant who decided not to complete your study after the procedures began. Identify these students by writing "DROP OUT" next to their names on the green slips. The secretary will know to award drop out participants one credit. YOU CANNOT PENALIZE A STUDENT FOR EXERCISING HIS OR HER RIGHT TO WITHDRAW CONSENT. Doing so is a violation of your implicit agreement with your research participants and a violation of research ethics.

References

American Psychological Association. (2002). Ethical principles of psychologists. *American Psychologist.* 57,

1060-1073.

Mercer University IRB. (2006). *Standard Operating Procedures. Mercer University,* Office of Research

Compliance web site: <http://www2.mercer.edu/ResearchCompliance/IRB/Standard+Operating+Procedures.htm>

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***INFORMED CONSENT TEMPLATE: Note: This must be on letterhead paper***

*The following pages contain a temple for the informed consent agreement. Please review the temple and include a sample of the informed consent form, on your department’s letterhead, with your application. Delete this paragraph when completed.*

*Note: One of the most common reasons for delay of IRB approval is an inadequate informed consent agreement. It is recommended that you follow this template, write in the 2nd person, use #12 font size and target a sixth to eighth grade reading level.* ***Statements in bold type should be included verbatim; however they do not need to be in bold type in your consent agreement. Delete this paragraph and all bold and red type when completed.***

**Informed Consent**

**(Your Research Study Title)**

[If including the exact title might bias the results, use a general title instead if applicable.]

You are being asked to participate in a research study. Before you give your consent to volunteer, it is important that you read the following information and ask as many questions as necessary to be sure you understand what you will be asked to do.

**Investigators**

Provide the names and degrees of all investigators involved in the research study. Indicate the department and institution with which the investigator(s) is affiliated. If you are a student, include the name of your faculty advisor. Also provide the investigators campus addresses and campus phone numbers.

**Purpose of the Research**

**This research study is designed t**o . . . (state what the study is designed to assess or study).

The data from this research will be used to . . . (explain how data will be used).

If you are a student, indicate how the results will contribute to your course of study.

**Procedures**

**If you volunteer to participate in this study, you will be asked to** . . . [describe what subject will do using lay language].

[If controls are used, also explain what will be expected of the controls such as Group A and Group B.]

(If the description is complicated, bulleting or listing works well.)

**Your participation will take approximately** . . . [estimate amount of times, frequency etc.].

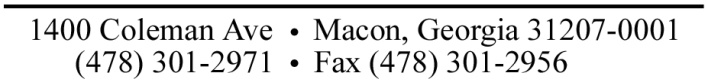
If standard treatment will be withheld, state this here.

If any procedures are experimental, identify them here.

**Potential Risks or Discomforts**

**DO NOT** state that there are no risks or discomforts. You may say there are no foreseeable risks associated with the study.

Describe any reasonable foreseeable risks, discomforts, inconveniences, or costs associated with this research that the participants may encounter. These could be physical, psychological, emotional, social or economic. Inform the participant of any provisions for managing these and of the subject’s right to discontinue participation, either temporarily or permanently.

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**Potential Benefits of the Research**

Describe any benefits the participants can expect as a result of participating in the study. If there are no benefits to the participants, state this. Describe any potential benefits to science and society that may result from this research.

**Confidentiality and Data Storage**

Describe the precautions that will be taken to preserve the confidentiality/privacy of participants. If confidentiality will not be maintained, state this and explain if names, images or tapes will be used and how and when they will be used.

Include the procedures for using and storing data (e.g., in Dr. X=s office) and include who will have access to the data (e.g., the investigator and advisor). (It must be stored at Mercer University for at least 3 years after completion of the study.)

If video or audio tapes will be used to record information, describe exactly how the recordings will be used, who will have access, how long the recordings will be stored and when they will be destroyed.

**Participation and Withdrawal**

**Your participation in this research study is voluntary. As a participant you may refuse to participate at anytime. To withdraw from the study please contact ….** (Explain how to withdraw, whom to contact, please place your)**.**  Note: if the data are anonymous, subjects cannot withdraw after data collection has taken place.

**Questions about the Research**

**If you have any questions about the research, please speak with** (place your Mercer University contact information and your advisor’s contact information here)

**In Case of Injury (Include Only If Applicable to Your Project)**

**It is unlikely that participation in this project will result in harm to subjects. If an injury to a subject does occur, he or she may be seen at a local or regional medical facility. All expenses associated with care will be the responsibility of the participant and his/her insurance.** (If the research is not conducted at Mercer University., leave out the option of using local or regional medical facility.)

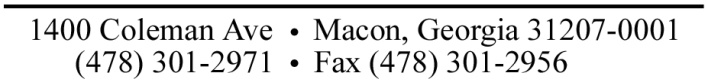
***ADDITIONAL ELEMENTS ONLY WHEN APPROPRIATE--PLEASE DELETE SECTION IF NOT NECESSARY***

**Incentives to Participate**

If an incentive is offered, describe what is being offered and what is required to obtain the incentive.

**Audio or Video Taping**

If audio/video taping and/or names will be used, add an additional statement about permitting taping and/or use of name.

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***ADDITIONAL ELEMENTS ONLY WHEN APPROPRIATE--PLEASE DELETE SECTION IF NOT NECESSARY***

**Reasons for Exclusion from this Study**

State in basic lay language reasons why a subject should be excluded from participating (e.g., being a smoker, pregnant, under the age of 18, a medical condition). Include only those reasons which could not be pre-determined by the investigator.

This project has been reviewed and approved by Mercer University’s IRB. If you believe there is any infringement upon your rights as a research subject, you may contact the IRB Chair, at (478) 301-4101.

**You have been given the opportunity to ask questions and these have been answered to your satisfaction. Your signature below indicates your voluntary agreement to participate in this research study.**

KEEP SIGNATURES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Research Participant Date

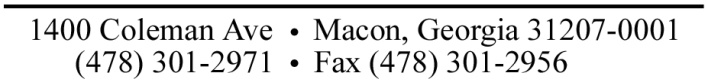
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Name (Please Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Obtaining Consent Date

Rev.08/19/2010

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**RESEARCH EVALUATION FORM (SAMPLE)**

**RESEARCH EVALUATION FORM**

**Please rate the study on the following dimensions by circling the rating that best describes your experience. Deposit this form in the envelope in Psychology Building lobby.**

**1. The researcher treated me with courtesy and respect.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Strongly**  **Disagree** | **2**  **Disagree** | **3**  **Neutral** | **4**  **Agree** | **5**  **Strongly**  **Agree** |

**2. The researcher clearly explained the study.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Strongly**  **Disagree** | **2**  **Disagree** | **3**  **Neutral** | **4**  **Agree** | **5**  **Strongly**  **Agree** |

**3. I learned a great deal from this study.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Strongly**  **Disagree** | **2**  **Disagree** | **3**  **Neutral** | **4**  **Agree** | **5**  **Strongly**  **Agree** |

**Print the researcher's name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have any additional comments, please write them on the back of this form.**

***(Note: These forms may be obtained in the psychology department office and are to be placed by the participant in the dropbox hanging below the sign up bulletin board.)***

**GREEN SLIP (SAMPLE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RESEARCH PARTICIPATION FORM | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (Please print) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PSY Course and Period | | \_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_  Study # |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Social Security # | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Instructor | | NO  SHOW | \_\_\_\_\_\_\_\_\_\_\_\_\_  # of Credits |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your Signature | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Researcher’s Signature | | |

(Note: These forms are obtained in the psychology department office and each participant will turn in his or her own green form via the drop box located in the department foyer.)

**DEBRIEFING STATEMENT TEMPLATE**

The following template is provided for your convenience. Remember the two main purposes of debriefing are to make research participation educational, especially when subjects were deceived or not fully informed immediately after the study, and to remove any discomfort that may have resulted from the study. You want your participants to feel good about their experience, to feel appreciated, and to know that their participation was important. You may modify the language below to fit your particular study, but be sure to include all the required elements of debriefing.

**DEBRIEFING NOTEBOOK**

Place a copy of your debriefing statement in the Debriefing Notebook in the foyer of the Psychology Building as soon as all the data for your study have been collected. This is the case for ALL studies: those in which participants were orally debriefed and especially those studies in which subjects were not fully debriefed at the time of their participations.

**DEBRIEFING STATEMENT (SAMPLE)**

**YOUR RESEARCH PROJECT TITLE (*FROM CONSENT FORM*)**

**Study # \_\_\_\_\_**

**Conducted by (*your name*) for (*indicate reason for the research – e.g., PSY 303 research requirement*)**

**Debriefing Statement**

Thank you for your participation in this research on (*state what is being studied*).

The goal of this research is (*in general terms, explain what the study is designed to discover or establish*).

The research question is (*describe your hypotheses – what you expect to find and why*).

During this research, you were asked to (*describe the activities that subjects in each experimental condition or group were asked to complete, e.g. “some subject had 10 minutes to complete the task, while others had 20 minutes to complete it.” You should clearly describe each independent variable without simply stating the independent variable was \_\_\_\_\_\_\_\_. Remember your job is to explain your study so that it can be clearly understood by the participants*).

Explain the use (if any) of deception in the research by contrasting what subjects were led to believe with reality and give reasons for the deception.

For example:

● You were led to believe that the purpose of this study was……...; however, in reality, the purpose was…………

This deception was necessary because…………

● During the research, information about …………. was withheld so that ……………………..

● The emergency (or argument, assault, etc.) you just witnessed wasn’t real. It was staged in order to………….

**Contact Information**

If you have questions right now, please ask. If you have additional questions later, you may contact me at (*phone number* or *e-mail address*). You may also contact the faculty member who supervises this research, (*name of Faculty Advisor, at phone number* or *e-mail address*).

***Study Number 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |
| --- | --- |
| ***Researcher Name:*** | ***Phone Number:*** |
| ***Mercer Box #:*** | ***Email Address:*** |

**PLEASE DO NOT SIGN UP FOR THIS STUDY IF...**

*(Some studies stipulate that only certain people volunteer. Participation may be restricted to those who have taken part in a prior screening session. Participating in an advance screening session allows you to be eligible for more study opportunities than if you have not participated in a screening session. Studies may also be restricted to males only or females only. All participants must be at least 18 years of age. Pay close attention to this portion of the Information Sheet to make sure you will be allowed to participate in this particular study.)*

**STUDY DETAILS**

*(This section will describe in simple terms what the experiment is about and what you as the participant will be doing during the course of the experiment.)*

*The entire study will require up to 30 minutes of your time (or from 31-60 minutes for 2 credits). (The amount of time needed for each study will vary from study to study. A study requiring approximately 30 minutes or less will award 1 research participation credit. A study requiring more than 30 minutes but less than 60 minutes will award 2 research participation credits. Studies requiring more than 60 minutes will award 3 research participation credits. You will need to take part in at least two studies to fulfill your PSY101 research participation requirement.)*

**SIGNING UP FOR THE STUDY**

The sign‑up forms on the hidden page contain a number of different appointment dates/times. Please sign up for one of these appointments using your name and student ID, and tear off and fill out a reminder slip. Then, please arrive for the study on time, or email the researcher at the address above (or on your reminder slip) to cancel your appointment. If you must cancel an appointment, please do so well in advance (24hrs in advance), not at the time of the appointment. Otherwise, the missed appointment will be counted as a “no show” and will negatively affect your participation credits. Contact your investigator for more details.

**THANK YOU,**

|  |  |  |
| --- | --- | --- |
| John Doe |  | Jane Doe |
| John Doe  Student Investigator |  | Jane Doe  Faculty Supervisor |

***Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Chair of Psychology

***Study Number 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**PLEASE DO NOT SIGN UP FOR THIS STUDY IF...**

*(Some studies stipulate that only certain people volunteer. Participation may be restricted to those who have taken part in a prior screening session. Participating in an advance screening session allows you to be eligible for more study opportunities than if you have not participated in a screening session. Studies may also be restricted to males only or females only. All participants must be at least 18 years of age.)*

**Please indicate your name in the appropriate box—Only 1 Participant Per Box**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date:  Times: | May 1, 2013 | May 1, 2013 | May 1, 2013 | May 2, 2013 | May 2, 2013 | May 2, 2013 |
| 7:00 – 7:30 | John Doe | Sarah Doe |  |  |  |  |
| 7:00 – 7:30 |  |  |  |  |  |  |
| 7:45 – 8:15 |  |  |  |  |  |  |

**Reminder Slips Are Included Below For Your Convenience!**

**Be sure to contact the researcher at least 24hrs in advance if you cannot make the study.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email | Time/Date: \_\_\_\_\_\_\_\_\_ Rm: \_\_\_\_\_  Contact Email |