14. Important Reminders

**Important things to remember before, during, and after running subjects**

**ALWAYS** insert the memory cards into the camera before recording. After inserting them, press "switch memory to card.”
- Otherwise it will just record on the camera! This is important because we only return the memory cards to the lab once each week.
- Make sure to initialize the SD cards for the first day of data collection of the week.

**ALWAYS** check off the ID number **BEFORE** you start running your study.
- The next person needs to know which ID number to use. **It is very important that we do not repeat ID numbers.**
- If you used the wrong ID number or began your study without any ID number, notify your supervisor to help you correct the mistake.

**ALWAYS** write the ID number and the name of the study on the consent and demographic form.
- Do not write this information on the edges or corners of the page, as they may be cut off during scanning, and will be rendered useless. Ask your supervisor for the preferred location if you are unsure.

**ALWAYS** write the ID number on the data sheet and the coding sheet in the designated spaces.

**ALWAYS** say the ID number of the participant after you start recording.
- Pause for one second; say the ID, then start running the study.

**ALWAYS** remember to indicate the condition you are running on your answer form (if applicable).

**ALWAYS** fill out a coding sheet. If we’ve run out of coding sheets, you may write notes directly on the data sheet.

**ALWAYS** follow lab procedure
- CMOM procedures should be followed AT ALL TIMES. If you see someone doing something that strays from the protocol, alert your supervisor so they can correct the behavior. Everyone should help each other remember the procedures outlined in this manual.

**ALWAYS** be prepared and informed
- Before running a study with a real participant at the museum, make sure you take the time to familiarize yourself with the procedure for conducting studies. All new RAs are required to practice the recruitment/consent/debriefing protocols with the CMOM coordinator.
- In preparation for conducting studies at CMOM, RAs are required to take part in simulations of potential museum scenarios/parent interactions.

**AT THE END OF YOUR MUSEUM SHIFT**

- Double check with the other researchers that you did not repeat any ID numbers.
- Make sure to check the ID number written on your answer form, offline coding sheet, consent form, and any other form that may be a part of your study. These should all match for one participant.
- **IF YOU MAKE A MISTAKE, JUST MAKE A NOTE OF IT ON ALL APPROPRIATE FORMS/VIDEO RECORDINGS.**

SUNDAY SUPERVISOR: All supplies (memory cards, forms, subject ID list) must be back in lab in order to be entered into the roster.