

## **STAT 5760: Statistical Consulting Support from SCS Autumn 2022**

### Consultants

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### *Course Correspondence*

For FERPA and research protocol purposes, correspondence between students and consultants should exclusively take place on Carmen discussion boards set up for each student's project. Email should only be used for exchanges that are urgent in nature. Students may contact the course instructors via email with any concerns or questions about the course. Please use your OSU email address only.

### *Course Description*

Graduate or undergraduate students enrolled in this course will work with a graduate student consultant employed by the Statistical Consulting Service (SCS) for the purpose of making progress on their thesis or dissertation.

**SCS consultants can contribute, at most, 17 hours to a project over the semester.** It is up to the student and their assigned consultant to determine the best way to allocate these hours. The 17 hours of consulting include any time the consultant spends doing background reading or getting up to speed on a project.

### *Class Meetings*

This course does not have regular meetings. Instead, students will meet regularly with their assigned consultant at times of mutual convenience. Consultants and clients may meet over Zoom, or, in person, if preferred. Each student's advisor is welcome to attend the initial meeting, if possible. All meetings between students and their consultants must be listed on the appropriate Carmen group discussion board.

### *Course Materials*

**Project request forms, initial meeting documents, and other project documents should be shared to the project Carmen discussion group.**

In addition to information on Carmen, all data provided to the SCS and analysis files are stored on a network drive. This drive can be accessed by two groups: employees of the

SCS (including graduate students) and the IT staff in the Department of Statistics. The SCS's policy states that graduate student consultants are not allowed to move any data to their personal computers, but the SCS has no way to verify that data has not been moved off our network drive.

The SCS will not delete your data unless you request that we do so. This means that any future consultants hired by the SCS will be able to view your data on the network drive.

The SCS does not have mechanisms in place to protect "protected health information" (PHI, as protected by HIPAA) or other sensitive information. We recommend de-identifying all data before providing it to the SCS. Furthermore, it is the student's responsibility to determine whether the consultant needs to be added to your IRB documentation or complete CITI training before you provide data to the SCS.

### *Assignments and Assessment*

Stat 5760 is graded as a pass/fail course. Simply interacting with your consultant and making an effort to progress in your research will earn you a passing grade. If you do not meet with your consultant or make an effort to effectively use 5760 as a resource, you will receive a failing grade. Each client is expected to meet multiple times with his/her consultant during a semester to receive a passing grade.

### *Special Accommodations*

If you need any accommodations based on the impact of a documented disability, contact the instructors privately to discuss your specific needs. You should also contact the Office of Disability Services to coordinate special accommodations.

### *Academic Misconduct*

Academic misconduct, including data falsification, will not be tolerated and will be dealt with procedurally in accordance with university policy. Please see the Committee on Academic Misconducts website for details: <http://oaa.osu.edu/coam.html>

### *Potential Disruptions to Education*

If you are unable to complete content or meet with your consultant for health-related reasons, including quarantine from campus, please reach out to us as soon as possible to let us know so we can develop a contingency plan. Typically this will include postponing meeting dates or developing alternative analysis plans, and will be done on a case by case basis.

If your collaborator becomes unable to meet or complete work for health-related reasons, we will work together to develop a contingency plan, which could include postponing the analysis or having the instructor substitute temporarily.

### *Frequently Asked Questions*

Q: I'm not available until several weeks after the semester has started. Can I still get 17 hours of consulting?

A: Unfortunately, you cannot expect your consultant to provide the full 17 hours of consulting if you do not start working together until the semester is partially over. SCS

consultants must allocate their time among several clients simultaneously, and they typically cannot devote all of their time to just a few clients during a week.

Q: What are my options if I don't finish my project this semester and need more help?

A: You can enroll in 5760 for up to five semesters. However, it is strongly encouraged that you make as much progress as possible during the semester in which you are enrolled. The consultants employed by the SCS frequently change between semesters, so you may need to start working with a new consultant if your project lasts longer than one semester. If you believe you will need to enroll next semester, please make sure to do so as soon as possible because the class fills up very quickly.

Q: If I don't use all 17 hours in a semester, am I allowed to "bank" or use the leftover hours in the next semester?

A: Stat 5760 clients are not allowed to bank or use leftover hours in the next semester. It is recommended that the project timeline be discussed at the initial meeting to ensure effective usage of the 17 hours throughout the semester.

Q: What work is the consultant allowed to do?

A: The amount of work the consultant is allowed to do for you may be limited by your advisor. Be sure to check with your advisor whether he or she expects you to conduct all statistical analyses yourself. Regardless of the arrangement you decide upon, the consultant should never write text that will appear directly in your thesis.

Q: Can I request a specific consultant?

A: The SCS assigns consultants to projects based on what we consider to be the most efficient for completing the project. In rare cases, we will reassign a project or allow a client to request a specific consultant.

### *Disability Services*

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.

### *Title IX and Sexual Misconduct*

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu)

### *Diversity and Inclusion*

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### *Mental Health*

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org).