



SYLLABUS

STAT 5760

Statistical Consulting Support from
Autumn 2024
3 credit hours

COURSE OVERVIEW

Consultants:

Dr. Steephanson Anthonymuthu

Email address: anthonymuthu.1@osu.edu

Jae Chang

Email address: chang.2090@osu.edu

Qian Zhou

Email address: zhou.3132@osu.edu

Xiangni Peng

Email address: peng.773@osu.edu

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.

Course Meeting:

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 by the instructor and by asking and answering questions. Students should plan to take notes during class.

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.

OTHER COURSE POLICIES

Discussion and communication guidelines

A significant component of our interactions in this class will occur through lectures. Please remember to be respectful and thoughtful, and to maintain a supportive learning community where everyone feels safe and where people can disagree amicably.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here: <https://contactbuckeyelink.osu.edu/>

Current students in the MAS, MS and PhD in Statistics should consult the department's program guide for details on the requirements. Questions should be directed to the student's advisor, the Graduate Studies Chair, Dr. Xinyi Xu (xu.214@osu.edu).

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

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 at titleix@osu.edu.

Commitment to a diverse and inclusive learning environment

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.

Land Acknowledgement

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor

the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here: <https://mcc.osu.edu/about-us/land-acknowledgement>

Your mental health

As a student you may experience a range of issues that can cause barriers to learn, 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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. 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 Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

"The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. 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.

If you are isolating while waiting for a COVID-19 test result, please let me know immediately. Those testing positive for COVID-19 should refer to the [Safe and Healthy Buckeyes site](#) for resources. Beyond five days of the required COVID-19 isolation period, I may rely on Student Life Disability Services to establish further reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu."

Weather or other short-term closing University

Should in-person classes be canceled, I will notify you as to which alternative methods of teaching (Zoom lectures or other modes) will be offered to ensure continuity of instruction for this class. Communication will be via Carmen, email or other mode of communication.

Religious Accommodations

Our inclusive environment allows for religious expression. If you need to request accommodations based on faith, religious or a spiritual belief system in regard to examinations, other academic requirements or absences, please provide your course instructor with written notice of specific dates for which you need alternative accommodations at the earliest possible date.

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

For more information about religious accommodations at Ohio State, visit odi.osu.edu/religious-accommodations.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

Disclaimer

This syllabus should be taken as a reliable guide for the course content. However, you cannot claim any rights from it, and I reserve the right to change due dates or the methods of assessment. Official announcements will always be those made in lectures.