

## Course Overview

### Instructor Information

SCS Co-directors: Dr. Thomas Metzger and Dr. Jennifer Sinnott

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Office hours: By appointment

TA Consultants: Mr. Kiljae Lee, [lee.10428@osu.edu](mailto:lee.10428@osu.edu); Mr. Ryan Loney, [loney.35@osu.edu](mailto:loney.35@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.

### 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.

Q: How do I acknowledge SCS, and when is a co-authorship appropriate?

A: Acknowledging the consultant's work: It is usually appropriate to acknowledge your consultant's contribution to your research in the resulting manuscript. In some cases, this may be in an acknowledgments section. In other cases, this will mean including the consultant as a co-author on the manuscript. Co-authorship on a manuscript is generally warranted for anyone who has made a scientific or intellectual contribution to the research. It will depend somewhat on field-specific norms, and we recommend discussing this with your advisor, the Stat 5760 instructors, and the 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.

## Religious Accommodation

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If

concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office. (Policy: Religious Holidays, Holy Days and Observances)

## 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](https://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](https://suicidepreventionlifeline.org).