**STAT 5760: Statistical Consulting Support from SCS**

3 credit hours

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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 Correspondence:

For FERPA and research protocol purposes, **correspondence between students and consultants should take place on Carmen discussion boards set up for each student’s project**. **Email should only be used for administrative exchanges (e.g., scheduling a meeting) or things 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.

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. 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:

**Meeting and 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 shared OneDrive folder. 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 of OneDrive.

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 Grading Information:

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 may receive a failing grade. Each client is expected to meet multiple times with his/her consultant during a semester.

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.

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 not write text that will appear directly in your thesis. Also, certain types of project requests (e.g., requesting development of novel statistical methodology for a project) are typically beyond the scope of this course.

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: What software will be used?

A: Our consultants are typically very experienced using R software, so that is the software we most often use. If a different software is desired, we can sometimes accommodate the request, depending on the consultants’ background. In some cases, the consultants can learn a new software package for a particular project, but the time spent learning the new software will count towards the 17 hours.

Other Course Policies: (<https://ugeducation.osu.edu/academics/syllabus-policies-statements/standard-syllabus-statements>)

## Academic Misconduct

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the [Committee on Academic Misconduct](https://oaa.osu.edu/resources/policies-and-procedures/committee-academic-misconduct) (COAM) expect that all students have read and understand the University's [Code of Student Conduct](https://trustees.osu.edu/bylaws-and-rules/code), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an excuse for academic misconduct, so please review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If an instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report those suspicions to the Committee on Academic Misconduct. If COAM determines that a student violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.

If students have questions about the above policy or what constitutes academic misconduct in this course, they should contact the instructor.

## Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite, and others. These tools will help shape the future of work, research and technology, but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship, or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

## Religious Accommodations

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](mailto:equity@osu.edu).

Policy: [Religious Holidays, Holy Days and Observances](https://oaa.osu.edu/religious-holidays-holy-days-and-observances)

## Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If students anticipate or experience academic barriers based on a disability (including mental health and medical conditions, whether chronic or temporary), they should let their instructor know immediately so that they can privately discuss options. Students do not need to disclose specific information about a disability to faculty. To establish reasonable accommodations, students may be asked to register with Student Life Disability Services (see below for campus-specific contact information). After registration, students should make arrangements with their instructors as soon as possible to discuss your accommodations so that accommodations may be implemented in a timely fashion.

If students are ill and need to miss class, including if they are staying home and away from others while experiencing symptoms of viral infection or fever, they should let their instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations.

## Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

## Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a welcoming community. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office (CRCO):

Online reporting form: <http://civilrights.osu.edu/>

Call 614-247-5838 or TTY 614-688-8605

[civilrights@osu.edu](mailto:civilrights@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

* All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
* The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.