

## **SYLLABUS**

### **STAT 5760: Statistical Consulting Support from the SCS Autumn Semester 2017**

#### **Instructors**

Professor Kate Calder, SCS Co-Director  
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Professor Omer Ozturk, SCS Co-Director  
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#### **Graduate Teaching Assistants (Consultants)**

Mr. Guowei Li, PhD Student in Biostatistics  
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Ms. Qian Qian, PhD Student in Statistics  
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Ms. Shuyi Wang, PhD Student in Statistics  
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#### **SCS Business Manager**

Ms. Noelle Jones  
Email: jones.5823@osu.edu

#### **Course Correspondence**

Correspondence between students and consultants should primarily take place on 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, Professors Calder and Ozturk, via email (please only send emails from an OSU address) with any concerns or questions about the course.

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**Credit Hours** 3.0

#### **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.

**Prerequisites** None

### **Class Meetings**

This course does not have regular meetings. Instead, students will meet regularly with their assigned consultant at a times of mutual convenience. Each student's advisor should attend the initial meeting, if possible. All meetings between students and their consultants must be listed on the appropriate Carmen group calendar.

### **Course Materials**

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

**Textbook** None

### **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.

**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 *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>

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## **Frequently Asked Questions**

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

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.

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

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.

### **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?**

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.

### **What work is the consultant allowed to do?**

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.

### **Can I request a specific consultant?**

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.