1 General Course Information

Instructor: Rhonda DeCook, 211 Schaeffer Hall, 335-3249  
rhonda-decook@uiowa.edu

Time/Place:  
MWF 8:30-9:20, 110 MacLean Hall (occupancy 60 chairs)

Lecture*:  
*On days when we are introduced to a client, we will likely meet as a class on Zoom instead of the classroom. But because the room is very large, in-person may be an option.

Attendance is part of the grade in this course (see Grading Policy below).

Zoom Office Hours: Monday 1:15pm - 2:45pm, Tuesday 10 - 11:30am  
(or by appointment)  
I will expect a fair amount of email correspondence for client work and questions.

Course Websites:  
Public course website for notes and assignments  
http://homepage.stat.uiowa.edu/~rdecook/stat6220.html

Wiki for consulting progress reports and presentation schedule  
https://wiki.uiowa.edu/display/154667

ICON course website for grade reporting.

Course Goals:  
The primary goal for this course is for students to gain some experience in applying statistical methods in the role as a statistical consultant. The intention is to have students work with a client from another discipline and/or data generated from a client, and perform an appropriate analysis. In lieu of real-time client work, case studies may also be utilized. You will draw upon the statistical methods you have learned in your courses up to this point, and you may need to expand your ‘statistical toolbox’ by reading statistics journal articles, statistical texts, or other resources, regarding new types of analyses.

Additional goals include communicating statistical ideas orally and in writing, and gaining knowledge of ethical practices (for human-subjects-related research)

Software: Knowledge of SAS and R are a prerequisite for this course. If you have knowledge of other statistical software packages (such as STATA, or SPSS), please let me know, as we could potentially put that knowledge to good use.

Text: None required. We may read some journal articles which will be available on-line or provided as hardcopies. I may also use excerpts from texts which will be provided to you.

Final Exam: TBD around the 5th week of classes.

Department: Statistics and Actuarial Science, CLAS
DEO: Dr. Kung-Sik Chan, 241 Schaeffer Hall, 319-335-0712
2 Coursework

Assignments -
There will be regular assignments in the course that will be turned-in. The topic and structure (as well as the timing) will depend on our class-client involvement. Some possible assignments: perform an analysis on a data set and provide a report/write-up as you would give to a client, read a journal article on a new type of analysis, write a ‘mock’ journal article, or respond in writing to a statistical question asked by a non-statistical client. One known assignment will be to get certified in human subjects protections \[\text{http://hso.research.uiowa.edu}\].

Client work -
You will be spending time on very individualized projects related to client work with individuals from around the University or the local community. You will likely work in pairs or small groups on these projects. I will attend some client meetings, but (most likely) not all of them. Presently, I have some clients available for our course, but if you are aware of any potential clients, please let me know.

We may often begin class with a \textit{check-in}, where members of each project team describe the current status of their projects. After check-in, we may spend the remaining time discussing certain client projects in depth, or discussing ‘hypothetical’ client projects or issues. The number of projects any one student is assigned to or completes depends on the complexity of the projects and the number of clients available.

I expect students to present their analyses of client work in class. If the client is available, I would also like them to come to class during the presentation. These presentations will probably be followed by questions or discussion.

\textbf{IMPORTANT NOTE:}

Though you will likely work with other students on your projects, EACH STUDENT SHOULD DO EVERY PART OF THE ANALYSIS. Do not break the job into parts in order to be more efficient. Consulting is a learned skill. You are working together for support, not to complete a job faster.

\begin{center}
\textit{-- You get back what you put into it. --}
\end{center}

I expect students to \textit{not} leave any clients \textit{hanging} at the end of the semester. If a project is not complete, you can at least provide a preliminary report to your client as a place for them from which to continue. Please allow this course to continue receiving clients in the future... i.e. please be professional (be on-time, be clear, be courteous, etc.)

Attendance/Missed class -

Attendance is \textit{crucial} in this course. I absolutely expect students to be in-class for all the presentations (dates will be posted in advance), and to be at class on a regular basis. If you \textit{must} be gone for a presentation (client or consultant), please inform me in advance of the conflict and we will discuss options for you to make-up the absence.

If you miss a class that had ‘active participation’, you will need to make-it up.

I will take formal attendance in this course. Attendance is taken into consideration for grades (see below under Grading Policy). To receive a satisfactory (S) grade in the course, you must attend at least 90% of the classes.
Progress Reports on the Iowa Wiki -

We will have an on-line repository related to client work. You will need to update the ‘Progress Report’ section of the repository related to your client at an appropriate pace (shortly after any work or meeting has occurred). Everyone will have access to the progress reports, as it is beneficial in this course to see the statistical work that others are doing.

First Draft/Final Report -

For each client you work with, you will be expected to provide a final report shortly after the project is declared complete. For your ‘primary client’ (terminology that is only relevant if you have more than one client), you will need to turn-in a first draft of the report for which I will proof-read, provide input, and then return to you for further editing. I will provide you with a list of content items that are missing (or need to be expanded upon) and any other edits that need to be made. You will be expected to include the missing items and edits in your final draft before it is accepted as complete.

Each student must write his or her own individual written report.

3 Grading Policy

Students will be graded on the S/U scale. Every student must show evidence of significant activity in the course and on the projects. Verification of contribution by group members may be sought through questionnaires. Questionnaires suggesting non-contribution by a member (or low-quality of input) may affect the student’s S or U grade.

As mentioned earlier, attendance is crucial in this course. I will take attendance into consideration for grades, and specifically, to receive a satisfactory (S) grade in the course, you must attend at least 90% of the classes.

Progress reports must be provided by students actively working with clients. In general, this will be a weekly activity report provided on the Wiki page. The intention is to keep me informed of your progress, and chronicle the steps taken in the consulting process. I will let you know if I feel that your progress reports are not appearing in a timely fashion, or are minimal in content. If so, you will be expected to improve upon these items.

All project final reports will be evaluated and scored on a scale of 0 to 5. In order to earn an S, you must receive a 3.5 or higher.

Assignments are also scores on a 0 to 5 scale. In order to earn an S, you must average a 3.5 or higher on assignments.
Class Behavioral Expectations:
Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. This includes the policies and procedures that all students have agreed to regarding the Steps Forward for Fall 2020 in response to the COVID-19 pandemic. Particularly, all students are required to wear a face covering when in a UI building, including a classroom. In addition, the density of seats in classrooms has been reduced; in some instances, this will allow 6 feet or more between students while other cases, it may be less. Regardless, wearing a face covering and maintaining as much distance as possible are vital to slowing the spread of COVID19. In the event that a student disrupts the classroom environment through their failure to comply with the reasonable directive of an instructor or the University, the instructor has the authority to ask that the student immediately leave the space for the remainder of the class period. Additionally, the instructor is asked to report the incident to the Office of Student Accountability for the possibility of additional follow-up. Students who need temporary alternative learning arrangements (TALA) for a future semester related to COVID-19 should visit this website for more information: https://coronavirus.uiowa.edu/temporary-alternative-learning-arrangements-tala.

Communication and the Required Use of UI Email:
Students are responsible for official correspondences sent to their UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2).

Absences and Attendance:
Students are responsible for attending class and for contributing to the learning environment of a course. Students are also responsible for knowing their course absence policies, which will vary by instructor. All absence policies, however, must uphold the UI policy related to student illness, mandatory religious obligations, including Holy Day obligations, military service obligations, unavoidable circumstances, or University authorized activities. Students may use the CLAS absence form to aid communication with the instructor who will decide if the absence is excused or unexcused. The form is on ICON in the top banner under “Student Tools.” More information is at https://clas.uiowa.edu/students/handbook/attendance-absences.

Class Recordings - Privacy and Sharing:
Some sessions of a course could be recorded or live-streamed. Such a recording or streaming will only be available to students registered for the course. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit written consent of the faculty member. Students may not share these sessions with those not in the class; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

Academic Integrity:
All undergraduates enrolled in courses offered by CLAS have, in essence, agreed to the College’s Code of Academic Honesty. Misconduct is reported to the College, resulting in suspension or other sanctions, with sanctions communicated with the student through the UI email address.

CLAS Final Examination Policies:
The final exam schedule for each semester is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this final exam information. No exams of any kind are allowed the week before finals.
Accommodations for Disabilities:
UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as mental health, attention, learning, vision, and physical or health-related condition) by registering with Student Disability Services (SDS). The student is then responsible for discussing specific accommodations with the instructor. More info: [https://sds.studentlife.uiowa.edu/](https://sds.studentlife.uiowa.edu/).

Nondiscrimination in the Classroom:
The University of Iowa is committed to making the classroom a respectful and inclusive space for all people irrespective of their gender, sexual, racial, religious or other identities. Toward this goal, students are invited to optionally share their preferred names and pronouns with their instructors and classmates. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University’s Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity, diversity@uiowa.edu, or visit diversity.uiowa.edu.

Sexual Harassment:
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, please see [https://osmrc.uiowa.edu/](https://osmrc.uiowa.edu/).

Administrative Home of the Course:
The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and related policies. Other colleges may have different policies. CLAS policies may be found here: [https://clas.uiowa.edu/students/handbook](https://clas.uiowa.edu/students/handbook).

Complaints:
Students with a complaint about an academic issue should first visit with the instructor or course supervisor and then with the Chair of the department or program offering the course; students may next bring the issue to the College of Liberal Arts and Sciences; see this page for more information: [https://clas.uiowa.edu/students/handbook/student-rights-responsibilities](https://clas.uiowa.edu/students/handbook/student-rights-responsibilities).