SS4844B/9544B Statistical Consulting & MDA9144B Data Consulting

1. General Course Information

Lectures: Mondays, 2:30 – 4:30 pm, North Campus Building (NCB) 284
Wednesdays, 3:30 – 4:30 pm, North Campus Building (NCB) 284

Tutorials: NA

Prerequisites: Students should have a background in statistical modelling and inference including working knowledge of linear regression techniques and should have, or be taking, a course in generalized linear models. The ability to carry out our analyses in R is essential. Knowledge of experimental design, survey sampling issues and other data modelling methods (either model-based or algorithmic-based) is useful, but not required.

Additional course specific prerequisites are as follows:
- SS4844B: Statistical Sciences 3859A/B with at least 60%, and registration in fourth year of the Honors Specialization in Data Science or Honors Specialization in Statistics modules.
- SS9544B: Enrollment in a graduate program offered by the Department of Statistical and Actuarial Sciences.
- MDA9144B: Enrollment in the Master of Data Analytics program.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

2. Instructor Information

Instructor: Douglas Woolford, Associate Professor
Office: WSC 233
Email*: dwoolfor@uwo.ca
Phone: (519) 661-2111 ext. 88326
Office Hours: Mondays and Wednesdays from 11:30 – 12:30 pm, or as announced in class/on OWL and by appointment.

*Students must use their Western (@uwo.ca) email addresses when contacting the instructor.
3. Course Description

Calendar Description: An introduction to the interpersonal techniques of statistical consulting, including methodologies for data analysis common to many consulting problems and ethics, in the context of the cycle of Problem, Plan, Data, Analysis and Conclusion. A large portion of the course will be conducted in a seminar format with student participation.

Course-Level Learning Outcomes: On successful completion of this course, students shall have:

- Gained first-hand experience in data consulting for a client.
- A working understanding of the data consulting process.
- The ability to ask appropriate questions to identify and characterize the data analytics problem based on a general description of the problem provided by an end-user/collaborating partner and then recommend analytics methods to approach a data modelling solution to the problem.
- The ability to prepare and present reports and presentations to communicate the information gained through the analysis of data in both technical and non-technical language.
- The ability to work productively in team settings using data analytics to solve a problem or investigate a hypothesis.
- A working knowledge of ethics in the context of data analytics, including the following:
  - A familiarity with the Statistical Society of Canada’s guidelines on the ethical practice of statistics;
  - A familiarity with the concept of data governance;
  - An understanding of the need to practice ethical data analyses;
  - The ability to recognize situations where ethical data analysis practices were not followed;
  - An understanding of the components to conduct a robust data analysis and the ability to document an analysis so that it is reproducible.
- An introduction to other professional skills that are desirable traits of a successful data analytics professional, such as project management, effectively participating in meetings in a variety of in-person and electronic settings, non-verbal communication, compensation and negotiation.

4. Course Materials

There is no assigned textbook for the course. Some related supplementary references that I have found helpful are listed below. Some journal articles and other reading material will be made available via OWL.

5. Methods of Evaluation

The overall course grade will be calculated as listed below:

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<th>Method of evaluation</th>
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<td>Method of evaluation 1:</td>
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<td>Method of evaluation 2:</td>
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A description of the above 5 evaluation components are as follows:

1. You will be required to complete five assignments.
   - Assignments will be due approximately every 2 weeks.

2. You will be required to write short reflective reports related to each of the guest speakers.
   - Guest speakers are currently scheduled for the following dates: January 6, February 3, February 10, March 2, and March 16. This schedule may be subject to change, including both the timing and the number of speakers.
   - Reports will be due approximately one week after each visit. The exact due date and the requirements for each report will be released after each guest speaker’s visit.

3. You will be put in a mock consulting situation and asked to play the role of the consultant.
• The mock consulting situations will be carried out in mid-to-late March.
• Times will be arranged with the instructor.

4. You will be divided into teams to carry out a major consulting project over the term.
• A description of this major consulting project that includes some supplementary related files will be posted on the course website on OWL.
• An external client is providing the problem and the data. This client will interact with the class on a regular basis through tele/video-conferences and in-person visits that will occur during some of the lectures.
• Each student will be required to sign a data sharing agreement and follow the terms of that data sharing agreement and an electronic intellectual property license to complete this major consulting project.
• Teams will provide several updates related to their analysis over the term, such as oral presentations, tele/video-conferences, and/or interim reports.
• Teams must also submit a final written report on the consulting project. This report is due at 12:00 noon on Monday, April 15.

5. You will be evaluated on your class participation.
• Students are expected to attend all classes and in-class guest speaker events.
• Students are also expected to come to class ready to actively participate in discussions with the instructor and their classmates, comment/conduct peer evaluations of other team’s presentations, and to interact with any guests/the client.

6. Accommodation and Accessibility

If you are unable to meet a course requirement due to illness or other serious circumstances, you must seek approval for the absence as soon as possible. For undergraduate students, approval can be granted either through a self-reporting of absence or via the Dean’s Office/Academic Counselling unit of your Home Faculty. If you are a Science undergraduate student, the Academic Counselling Office of the Faculty of Science is located in NCB 280, and can be contacted at scibmsac@uwo.ca. Graduate students seeking approval should seek approval by discussing their situation with the course instructor and/or the Director or Graduate Chair of their graduate program.

For further information, please consult the university’s policy on academic consideration for student absences: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

Accommodation will be handled on a case-by-case basis by the instructor. For example, if a student has received academic accommodation, missed components may be excused so that the course grade is reweighted or an alternate assessment(s) may be required. If academic accommodation is not received
(i.e., the reason for missing the component is not deemed valid) then a mark of 0 will be assigned to that component of the course grade.

7. Academic Policies

The website for Registrarial Services is http://www.registrar.uwo.ca.

In accordance with policy, http://www.uwo.ca/its/identity/activatenonstudent.html, the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Late Submissions: Unless indicated otherwise, work should be submitted at the start of class on the day it is due. Work that is submitted late may be subject to a 20% penalty per day (including weekends and holidays). Work that is submitted 5 or more days late will not be graded.

Checking Marked Work: In the event of a question regarding a mark or a final grade, students are responsible for retaining and presenting any graded materials that were returned to the student during the term. Students have one week from the date the material was returned in class to report any apparent error in the marking and appeal their grade. No marks will be changed after that time. The instructor reserves the right to remark the entire assignment, lab, quiz, test, project or exam.

Privacy: The names of student(s) may be divulged in the classroom to other members of the class. Individuals who are concerned about such disclosures should contact the course instructor to identify whether there are any possible alternatives.

Grades: Marks will not be disclosed or discussed by email or telephone. This includes final grades. Students who wish to discuss their final grade are welcome to come see me during my office hours or to contact me to set up an appointment to meet.

8. Support Services

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Student Accessibility Services (SAS) at 661-2147 if you have any questions regarding accommodations.
The policy on Accommodation for Students with Disabilities can be found here:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

The policy on Accommodation for Religious Holidays can be found here:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Learning-skills counsellors at the Student Development Centre (http://www.sdc.uwo.ca) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (http://www.health.uwo.ca/mental_health) for a complete list of options about how to obtain help.

Additional student-run support services are offered by the USC, http://westernusc.ca/services.