

Department of Statistics

Student Handbook

Revised July 2008

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Departmental Structure and Information

About the Department

The Department of Statistics was formed from the Biometry department in the Institute of Agriculture & Natural Resources and from the Statistics division of the former Department of Mathematics and Statistics (now the Department of Mathematics). The new department inherits the areas of strength of the two units out of which it was formed. Biometry emphasized research, teaching, and consulting in statistics applied to the biological sciences and featured an unusual amount of interaction with the biological and agricultural sciences. The Division of Statistics emphasized undergraduate teaching (introductory service courses and advanced courses for statistics minors), and research and graduate-level teaching oriented toward theory as well as business, engineering, and social-science applications. The Department of Statistics also inherits a strong affiliation with the Gallup Research Center for Survey Research and Methodology (SRAM). Because of its history, the Department's main areas of strength are in Biometry and Survey Statistics. As the department grows and its diverse areas begin to collaborate, we are excited that new areas of strength will begin to emerge. This is an exciting time to be a student in the department because you will be able to a part of its growth and exploration of new possibilities.

Location

The Department of Statistics at the University of Nebraska-Lincoln is presently located in Hardin Hall (33rd & Holdrege Streets, north wing) on the University's East Campus. Hardin Hall is a short walk from the East Campus Union which contains a bookstore, copy center, cafeteria, bowling alley, lounge, study areas, and other areas available for student use. C.Y. Thompson library is across the street from the East Campus Union. In addition to the excellent educational resources available, the library offers comfortable and spacious study areas and a computer lab. Because of its unique two-campus nature, the Department of Statistics maintains a presence on both City and East campuses. The main office of the Department is located in 340 Hardin Hall on East Campus and satellite offices (mainly for undergraduate teaching) are located in 250 Avery Hall on City Campus. Avery Hall is an easy walk to the City Campus recreation center, Sheldon Memorial Art Gallery and Sculpture Garden, the Lied Center for Performing Arts, the Mary Riepma Ross Media Arts Center, and downtown with its large number of restaurants, coffee shops, and entertainment spots.

Faculty Assignments

Faculty Contacts for 2008-2009 Academic Term

Department Head: Dr. Walt Stroup

Chair of Graduate Studies Committee: Dr. Kent Eskridge

Co-Chairs of Curriculum Committee: Dr. Erin Blankenship, Dr. Steve Kachman

Chair of Technology Committee: Dr. Steve Kachman

Chair of Master's and Doctorate Exam Committee: Dr. Shunpu Zhang

Chair of Seminar Committee: Dr. Dave Marx

Chair of Promotion & Tenure Committee: Dr. Dave Marx

Statistics 218 Advisor: Dr. Erin Blankenship, Dr. Steve Kachman

Statistics 801 Advisor: Dr. Anne Parkhurst

Statistics 802 Advisor: Dr. Kathy Hanford

Faculty

Dr. Chris Bilder, Associate Professor. Research interests: Categorical data analysis, Bootstrapping, Group testing, Statistics in sports.

Dr. Erin Blankenship, Associate Professor. Research interests: Environmental statistics, Nonlinear models.

Dr. Kent M. Eskridge, Professor. Research interests: Decision analysis, Design of experiments, Biological modeling.

Dr. Charles O. Gardner, Emeritus Professor. Research interests: Statistical agronomy, plant breeding and genetics.

Dr. Kathy Hanford, Assistant Professor of Practice. Research interests: Statistical genetics, Mixed models.

Dr. Stephen D. Kachman, Professor. Research Interests: Mixed linear models, Plant and animal breeding and genetics, Statistical computing.

Dr. David B. Marx, Professor. Research interests: Spatial variability, Design of experiments, Linear models. Sports statistics.

Dr. Allan McCutcheon, Professor. Research interests: Survey methodology.

Dr. Anne M. Parkhurst, Professor. Research interests: Chaos and Nonlinear modeling, Multivariate analysis, Time series.

Dr. Ananya Roy, Assistant Professor. Research interests: Bayesian methodology, Small area estimation, Generalized linear models.

Dr. Julia Soulakova, Assistant Professor. Research interests: Social science statistics, Survival analysis.

Dr. Walter W. Stroup, Professor and Department Chair. Research interests: Design of experiments, Generalized linear models, Statistics in developing countries.

Dr. Dong Wang, Assistant Professor. Research interests: Bioinformatics, Empirical likelihood, Generalized estimating equations, Missing data, Nonparametric regression, Survival analysis.

Dr. Shunpu Zhang, Associate Professor. Research interests: Bayes and Empirical Bayes analysis, Estimating animal abundance.

Support Staff

Carol Disney, Receptionist, teaching support

Barbara Pike, Administration, business office, administrative support

Computing Staff

Dr. Daryl Travnicek, Advanced SAS programming, interpretation, and teaching; FORTRAN Programming, SAS PC Site Representative, Dynamic Modeling.

Steve Westerholt, Scientific Computing. C-C++/FORTRAN programming, computer/software troubleshooting/support/installation, backup SAS programming.

Masters Academic Program and Information

What to do when you get on campus

Upon arriving on campus graduate students will be involved with the following:

- Graduate students will be assigned a mentor, who will function as your advisor for the first year (see information under advising and mentoring programs).
- Graduate students will be required to attend a departmental meeting before the first week of classes.
- Graduate students involved as Graduate Teaching Assistants (GTAs) will attend workshops before the start of Fall Semester classes.

- Upon recommendations of your mentor, students may be required to attend computing and SAS workshops.
- Graduate students will be assigned a desk. There are groups of computers that graduate students may use.
- Graduate students will need to have an e-mail account. UNL accounts are preferred over Hotmail, Yahoo, etc. accounts due to reliability and problems with computer viruses.
- Students should familiarize themselves with department resources and policies.

Mentoring Program

The mentoring program aims to help students develop the statistical intuition and maturity needed to solve practical real world problems. Courses focus on specific topics. Courses use examples and problems designed to make certain points. It is all too easy to study them in isolation. The mentoring program provides students with opportunities to make connections among courses and practice using course material to address the complex, non-textbook problems that are typically brought to statisticians "in real life." You will have opportunities to participate in design of studies, data collection, management, and analysis, and in interpreting and presenting results. Because human relations issues can have a major impact on the success or failure of a statisticians' work, mentoring looks at the "human side of consulting" as well as the technical issues. Experiences are drawn from within the university and, whenever possible, from outside (e.g. from industry).

A side benefit of the mentoring program is to ease the transition from undergraduate to graduate school, or from a non-statistics to a statistics program, depending on your background. As mentoring groups meet on a regular basis they provide a natural setting to discuss whatever program-related issues members of the group wish to discuss.

At the beginning of the first year, each student is assigned a mentor from the faculty. The mentor serves as your temporary advisor. The faculty member continues as your mentor throughout the first year. Advising (i.e. memorandum of courses, selection of project) becomes the responsibility of your permanent advisor once your committee is formed. This should normally take place no later than the end of your second semester of study. Mentoring continues into the second year under your permanent advisor's supervision.

Advising

Your faculty mentor (see mentoring program) will serve as your temporary advisor when you begin the program. You should plan on meeting with your temporary advisor to discuss career goals and classes during the initial two weeks of your first semester. Also, you are required to consult with your temporary advisor before registering for second semester classes. This is meant to serve as a check-up for how the semester is going and to make sure you are taking the best classes possible to achieve your career goals.

Before you complete half of your course work, you must choose a permanent committee of three or more graduate faculty members and develop a plan of study. During your second semester (but perhaps sooner), you should select at least two (2) Statistics faculty members to serve on

your committee, designating one as your major advisor. You may also choose a faculty member from outside the department. You should ask each if they are willing to serve, develop a plan of study with your major advisor's help, and arrange a meeting of your committee. During the meeting, the plan will be reviewed, perhaps revised, and approved. **This approved plan, called a Memorandum of Courses, must be filed with the Graduate College before half of your course work is completed.** Subsequently, you will have your major advisor sign your enrollment forms.

M.S. Degree Options

As discussed fully in the Graduate Studies Bulletin, UNL offers three (3) options for a Master of Science degree:

1. Thesis option;
2. Non-thesis with a minor option - Requires 9 hours in minor area; or
3. Non-thesis with a special problem or area of intensive study.

Most Statistics M.S. students select option 2 or 3.

Regardless of the option chosen, the following requirements must be satisfied by all Statistics M.S. students:

Summary of Graduation Requirements

- Pass the six courses in the core curriculum
- Pass the comprehensive exam
- Maintain satisfactory progress toward degree (3.00 GPA)
- Proficiency in stat computing language
- Consulting experience
- Attend departmental seminars
- Complete project and present seminar
- Participation in Mentoring Program

These are explained in detail below:

Core Curriculum

The following six courses are mandatory for all Statistics MS students:

STAT 882: Mathematical Statistics I - Distribution theory, 3 cr.
(Offered fall semester only)

STAT 883: Mathematical Statistics II - Statistical Inference, 3 cr.
(Offered spring semester only)

NOTE: STAT 882 is a prerequisite for STAT 883.

STAT 802: Experimental Design, 4 cr.
 (Offered fall and spring semesters)
 In addition, a lab is held for two hours each week.

STAT 873: Multivariate Methods, 3 cr.
 (Offered fall semester only)
 NOTE: STAT 802 should be completed before taking STAT 873

STAT 970: Linear Models Applications in Statistics, 3 cr.
 (Offered spring semester only)
 NOTE: Should complete STAT 882-883 before taking this course

STAT 971: Statistical Modeling, 3 cr.
 (Offered fall semester only)
 NOTE: STAT 970 is a prerequisite

In addition to the six required courses, a student must earn a total of at least 30 credit hours under the thesis option or at least 36 credit hours under Options 2 or 3 in order to earn the MS degree. It is important that your advisor is aware of and approves every course for which you register each time you register for classes. This will help you avoid unnecessary delays in earning your degree. A typical student should be able to complete the MS degree in 2 academic years. In the event that a required course is not passed (anything lower than a B-), the degree may take an additional year to finish. The student's committee will decide whether a course that is not passed needs to be retaken.

TYPICAL COURSE OF STUDY FOR STUDENTS ADMITTED IN
 FALL SEMESTER

FALL	(10 cr)	SPRING	(9 cr)	
†STAT 882	3 cr	†STAT 883	3 cr	
†STAT 802	4 cr	†STAT 970	3 cr	
Minor/Elective	3 cr	Minor/Elective	3 cr	
**Participation in Mentoring Program		**Participation in Mentoring Program		
SUMMER : Internship or Research Project				
FALL	(8-9 cr)	SPRING	(9 cr)	
†STAT 873	3 cr	MASTERS EXAM	Minor/Elective	3 cr
†STAT 971	3 cr		Minor/Elective	3 cr
*Consulting requirement			*Consulting requirement	
††Statistics Project or minor/elective	2-3 cr		††Statistics Project	3 cr
**Participation in			Minor/Elective	
			**Participation in	

† Required courses

* The consulting requirement can be fulfilled by taking STAT 997 (4cr) fall or spring semester. If assistantship duties include consulting this will also fulfill the requirement. An internship or a Statistics 896 class that involves consulting could also fill this requirement.

†† A Statistics project of 1 to 5 credits is required and will typically focus on an in-depth data analysis or on the properties of some statistical method (see section on the Statistic project)

** See section on mentoring program

A cumulative GPA of 3.00 or better is required to graduate. According to the UNL Graduate College policy, you have 6 years to obtain your degree. Failure to maintain a 3.00 GPA will ultimately result in failure to earn a degree.

Statistical Computing Language

All M.S. students are required to demonstrate proficiency in a statistical computing language. SAS is one such statistical computing language. Many of the Statistics classes require computations and you will find it to your advantage to learn SAS and at least one of the other statistical computing packages (S-Plus, R, Statistica, SPSS, IMSL, etc).

Consulting

Experience in statistical consulting is required. Students typically satisfy this requirement by taking the consulting practicum and staffing the department's statistical Help Desk; however, other means of satisfying the consulting requirement may be acceptable. Your M.S. committee is responsible for determining if the consulting requirement has been satisfied.

As Statistics students, at times you may be asked to help other students with data analysis or design of experiments. *As long as this is done with the awareness and supervision of a Statistics faculty member*, we encourage students to do so. It is absolutely essential that you work closely with a Statistics faculty member on all consulting jobs. When you consult, you are responsible for the advice you give and, yes, you *can* be sued for negligence resulting from incorrect advice or even misinterpretation of advice... prevent trouble by working with a faculty member! The Statistics faculty has members with different areas of specialization - ask your advisor if you are not sure whom to see regarding a given question.

Familiarity with a discipline outside statistics

Statistics M.S. students are required to become familiar with a discipline (e.g., agricultural, biological, etc., but not mathematical) to which statistics is applied. This can be satisfied in a variety of ways, such as previous major, M.S. minor, course work or experience during M.S. program, etc. Again, it is important that your advisor is aware of and approves all classes you take.

STAT 898 Master's Project (1-5 cr)

A project is required as a condition for graduation. Projects are developed under the supervision of a faculty advisor. Projects typically focus on an in-depth analysis of data or on the properties of some statistical method. You are required to complete a formal written report of the work and present it to your committee. You are required to present a seminar on the project to the department followed by an oral examination by your M.S. committee.

Seminars

A Department Seminar is held throughout the semester on Wednesday afternoons from 3:00-4:00 p.m. The seminars are designed to keep faculty, staff and students acquainted with the research projects of department members. **All graduate students are expected to attend these seminars.**

Professional Meetings

We encourage students to become involved in the profession by attending professional meetings. The department provides some support for this purpose. During the school year, some of the costs of attending the Conference on Applied Statistics in Agriculture, April, in Manhattan, Kansas, may be paid by the Department. Other meetings that may be of interest are the Biometrics Society (ENAR) Spring Meeting, March; the Joint Statistical Meetings, August; and the Biometrics Society (WNAS), Summer.

M.S. minor in Statistics

There are three requirements for a M.S. minor in Statistics. First, nine credits of 800/900 level Statistics courses, a minimum of six credits excluding Statistics 801 and 880, is required. Second, a Statistics faculty member must serve on your graduate committee. Third, specific requirements are determined by the Statistics faculty on your committee.

Assistantships

Each semester students on assistantships are assigned duties of research, consulting, teaching a class, or conducting a lab. If you are conducting a lab, you may be expected to attend the lecture portion of the class. Your supervising faculty member will be the course instructor. If you are teaching STAT 218, you will be assigned a supervising faculty member. Concerns about how to present a new topic or how to handle problems that may arise should be taken to this faculty member. Students working on research grants or consulting projects will also have supervising faculty. If you do not know who your supervisor is, you should contact your faculty mentor. Failure to perform assistantship duties assigned to you may result in loss of the assistantship.

Further information on rights and responsibilities of graduate assistants may be found in the "UNL Business Policies and Procedures" and in the "Policy statement on rights, privileges and responsibilities of graduate assistants and fellowship recipients" available through the Graduate Studies office.

Unless stated otherwise, assistantships usually have a .49 time appointment with a stipend which is paid in ten monthly payments. This appointment will allow you to qualify for a tuition waiver of up to twelve credit hours for each semester during the academic year and four credit hours during each of the two five-week summer sessions. If during this year, you decide to take another job, internship or otherwise forgo employment with the department, you will not be paid your monthly stipend.

We have more students than assistantships. If you have completed an application for an assistantship, you will be considered for any openings as long as you are actively pursuing an M.S. in Statistics.

In situations where an international student has had extensive university teaching experience in the U.S., the TOEFL and TSE requirements may be waived if (1) the student presents strong letters of support from his/her U.S. faculty teaching supervisor and from at least two other U.S. faculty familiar with his/her teaching abilities and (2) performs acceptably at an oral interview with the Statistics Graduate Committee.

Suggested Timeline

Year 1

FALL: Stimulate intuition, enhance technical skills and communication

- Attend consulting meetings
- Develop computer skills (e.g., do simple statistics and graphics, SAS PROCs, R functions, word processing with equation editing)
- Enter and manage data
- Use intuition to construct hypotheses suggested by visual aids
- Attend bull sessions with other mentoree's and advisee's
- Read and discuss journal articles
- Connect with researchers and graduate students in other departments

SPRING: Emphasize scientific process, analysis and communication

- Develop understanding of experimentation process
Fill-out protocol description form
Witness data collection-visit client during data collection
- Participate in consulting session
Debrief after session
Identify design/analysis issues
Apply inference, check assumptions

Year 2 Evidence of Integration (Mentor=Advisor)

- Leadership in consulting sessions
- Participate in Year 1 mentoring sessions
- STAT 898 MASTER's PROJECT or equivalent (STAT 899 Master's Thesis)
- Demonstrate communication skills
 - Oral presentations
 - Use presentation software: PowerPoint, Authorware, etc.

Masters Comprehensive Examination

The statistics M.S. comprehensive examination is intended to verify mastery of tasks that require integration among first-year core courses (STAT 802, 882, 883, and 970). The comprehensive exam must be passed in order to receive the Masters degree. The exam is offered twice a year: 1) in August, before the fall semester begins and 2) in January, before the spring semester begins. MS students are required to take the exam prior to being in the program for one full year. Usually, this means that MS students will take the exam in August before beginning their second year. Postponements in taking the exam may be granted by the Graduate Exam Committee due to summer internships or for other academic reasons. The exam has two parts. The first is a closed-book exam of five (5) hours. The second is "real life" application of statistics which is also for five (5) hours. Your advisor or the chair of the Graduate Exam Committee can supply additional information on the exam. Exam results will be given to the students within two weeks.

Minimum Academic Performance Requirements

Graduate students with a GPA below 3.0 from courses in their official program of study may not enter candidacy for the Doctoral Degree nor take comprehensive exams for their Masters or Doctoral Degrees. *A graduate student who fails to maintain a cumulative GPA of 3.0 or above from the courses in his/her official program of study for two consecutive semesters is placed on probationary status by the Graduate Committee.* Probation can be removed only by a satisfactorily raising the program of study GPA to 3.0 or above. Graduate students must have a program of study GPA of 3.0 or above to graduate. For purposes of calculating the GPA in the program of studies, a course retaken for a better grade will cancel out the first grade.

Internships

Interested students are encouraged to pursue summer internships between the first and second year. Students should contact faculty regarding internship possibilities and use the American Statistical Association website (www.amstat.org) and other websites to locate internships. Possible internships may also be listed on the bulletin boards outside of the main Statistics office in Hardin Hall.

Graduation

You must apply for a degree in the semester that you will graduate. Check the schedule of classes for the deadlines for submission of this paperwork.

Grievance Procedures

Students who believe their evaluation or dismissal in an assistantship has been prejudiced or capricious or who believe that their stipend is not commensurate with that of other graduate students having the same status in their department must first attempt to resolve the matter with the faculty/staff responsible for the assistantship.

If unsuccessful, the student may then file a written appeal to the graduate chair for consideration by the appropriate graduate committee. This appeal must be filed within 60 days of the evaluation or dismissal. A written determination of the appeal shall be presented to the student and supervisor.

If no action is taken on the appeal within 30 days of its filing or if the matter is not resolved to the student's satisfaction; the student may present the original appeal and documentation to the UNL Dean of Graduate Studies. If the dean determines that the appeal may have merit, the dean will request a review by a subcommittee of the Graduate Council. Upon subcommittee recommendation, the full Graduate Council will meet and serve as the final level of appeal.

During the appeal process, if an evaluation or assistantship renewal or dismissal is overturned, the supervisor or graduate committee has the right of appeal, in writing, to the next level of review.

Doctoral Program and Information

The goal of the Statistics Ph.D. program is to train students to conduct original methodological and/or theoretical research in statistics and to apply advanced statistical methods to scientific problems. Students are expected to take advanced graduate classes in the theory and applications of statistics and other relevant classes. The Ph.D. program requires a **Qualifying Exam, a Ph.D. Comprehensive Exam and a Final Oral Exam**. The Ph.D. requires 90 hours of graduate credit, including a dissertation. At least 45 hours must be completed at UNL after the filing of the program of studies which must be approved by the student's Ph.D. graduate committee. The Ph.D. program will normally include at least 12 hours and at most 55 hours of dissertation research. (In Statistics, 20-25 hours is typical.) In addition, there are specific course requirements and a language requirement.

The Ph.D. Qualifying Exam

Entrance into the Department's Ph.D. program is partially determined by the Ph.D. Qualifying Exam. The same exam serves as both the Masters comprehensive exam and the Ph.D. qualifying exam, though qualifying for the Ph.D. program requires a higher level of performance than passing at the Masters level.

The Ph.D. qualifying exam is intended to verify mastery of tasks that require integration among first-year M.S. core courses (STAT 802, 882, 883, and 970). The exam is offered twice a year: 1) in August, before the fall semester begins and 2) in January, before the spring semester begins. M.S. students are required to take the exam prior to being in the program for one full year. Usually, this means that M.S. students will take the exam in August before beginning their second year. Postponements in taking the exam may be granted by the Students Graduate Committee due to summer internships or for other academic reasons. New Ph.D. students (those who obtained a M.S. in statistics elsewhere) are required to take the exam within one year of entering the program. The exam has two parts. The first is a closed-book exam of five (5) hours. The second is "real life" application of statistics which is also for five (5) hours. Your advisor or the chair of the Graduate Exam Committee can supply additional information on the exam. Exam results will be given to the students within two weeks.

General Policies for the Ph.D. Qualifying Exam

A student may qualify for the Ph.D. (high pass), pass for the M.S. or fail the entire exam. The Graduate Exam Committee (GEC) is responsible for soliciting questions from the faculty, and preparing and grading the exam. The GEC will inform the candidate of his/her exam score, within a period of two weeks from the last day of the exam. If a student qualifies to pursue the Ph.D., the exam is valid for two (2) years for admission to the Ph.D. program. The exam may be taken twice, and a third time if the student passes but does not qualify on the second try.

Acceptance into Ph.D. program

Full acceptance into the Department's Ph.D. program requires two other components in addition to passing the Ph.D. qualifying exam. First, a student is required to find a faculty sponsor who

initially agrees to be the student's advisor. Students may change advisors at a later time if desired. Second, a student is required to have a GPA of 3.5 or higher in their M.S. statistics coursework. Deviations from this rule may be approved by a vote of the faculty. Full acceptance into the Department's Ph.D. program does not guarantee funding by the university.

Course Requirements for the Ph.D. Degree

Each Ph.D. student in Statistics must take STAT 971 (Statistical Modeling), STAT 980 (Advanced Probability) and STAT 982 and STAT 983 (Advanced Inference I and II). Also, the student must take 12 additional hours of 900 level classes, excluding STAT 970, STAT 997 and STAT 999.

Each student must complete STAT 971, 980, 982 and 983 with a grade of at least B in each and any deviation from this rule must be approved by the student's Ph.D. supervisory committee and may either require the student to repeat certain courses or administer extra written exam(s) in area(s) where weakness is felt.

Administrative Procedures

(1) After a student has passed the Department's Ph.D. Qualifying Exam, but before he or she has earned 45 credit hours, the student forms a Ph.D. Supervisory Committee. The student must choose an advisor, who will chair the Supervisory Committee and direct the dissertation. A form listing the Ph.D. Supervisory Committee must be filed with the Graduate Studies Office.

(2) A Program of Studies form must be filed with the Graduate Studies Office before the student has earned 45 credit hours; this form is completed with the advice and consent of the student's Supervisory Committee.

(3) Once a student has passed the Ph.D. Comprehensive Exam and satisfied the language requirement, the student must file the Admission to Candidacy form with the Graduate Studies Office. This form must be filed no later than seven months prior to graduation.

Research tool requirement

All Ph.D. students are expected to be proficient in at least one statistical computing language such as SAS, S-Plus, R, Statistica, SPSS, IMSL, etc.

In addition, the student must complete one of the following:

Study in one collateral field (9 hours minimum), or

Master a special research technique (may include a working knowledge of one foreign language).

Students may not use English or their native language as a collateral field requirement. Examples of special research techniques are foreign languages, specialized computer languages, specific lab techniques, or other research methods that are considered complementary to the student's

program. If a statistical computer language is to be used as a special research technique, it should be in addition to the minimal statistical computing language proficiency requirement stated above. The collateral field or special research tool must be approved by the student's supervisory committee

Ph.D. Comprehensive Exam

The student's Ph.D. Supervisory Committee will determine the timing and the content of the Ph.D. comprehensive exam.

Dissertation

The Ph.D. dissertation will be developed under the supervision of a faculty advisor on a topic approved by the student's Ph.D. graduate committee. Dissertation hours (STAT 999) normally range between 15 and 30 semester hours. See the Graduate Studies Bulletin for further requirements for the Ph.D. dissertation.

Final Oral Exam

After a student completes a Ph.D. dissertation, there is a final oral exam. This exam, also called a "thesis defense," is open to the public. Complete details of the final examination procedure are in the Graduate Studies Bulletin.

Minimum Academic Performance Requirements

Graduate students with a GPA below 3.0 from courses in their official program of study may not enter candidacy for the Doctoral Degree nor take comprehensive exams for their Masters or Doctoral Degrees. *A graduate student who fails to maintain a cumulative GPA of 3.0 or above from the courses in his/her official program of study for two consecutive semesters is placed on probationary status by the Graduate Committee.* Probation can be removed only by a satisfactorily raising the program of study GPA to 3.0 or above. Graduate students must have a program of study GPA of 3.0 or above to graduate. For purposes of calculating the GPA in the program of studies, a course retaken for a better grade will cancel out the first grade.

Ph.D. Minor in Statistics

There are three requirements for a Ph.D. minor in Statistics: (1) sixteen (16) credits of 800/900 level Statistics courses, (2) a Statistics faculty member must serve on the student's Ph.D. graduate committee, and (3) specific requirements are determined by the Statistics faculty member on the student's committee in conjunction with the student's Ph.D. graduate committee.

Seminar Participation

Seminars and colloquia are a valuable part of a student's training. Regular participation in all departmental colloquia and seminars in the student's area of interest is expected of all Ph.D. candidates. The student's advisor will help direct the seminar participation.

Policies for Use of Office Equipment and Resources

Faculty/Staff Offices

You should never use a faculty/staff person's office without permission. You should not be seen in a faculty/staff person's office without them being there. Do not borrow books without permission.

Desk space and assignment

Graduate student offices are assigned on an annual basis. Because we believe that students benefit from interacting with their peers, we will attempt to provide office space to all graduate students satisfying at least one of the following criteria:

1. The student is actively pursuing a degree in Statistics.
2. Ph.D. student having a Statistics faculty member as his/her major advisor.
3. Research assistant associated with a grant for which a Statistics faculty member is the Principal Investigator.
4. By vote of the Graduate Studies Committee.

Graduate students should avoid letting their students, friends or guests sit at another graduate student's desk.

Office space for graduate students is a privilege of department affiliation. If you have guests in your office, care should be taken that the ability of other students to work or study is not impaired by their presence.

Space

Because of a lack of space, desks may need to be shared. Because of this, we all have to be especially considerate of others. Textbooks, diskettes, and any items of a personal nature are kept in your office or at the desk you are using at your own risk. Keeping noise at a level that permits others to study in the office will be challenging. If you need extra privacy or quiet, the libraries available to all campus students have study carrels. See your advisor if you need help in establishing a good study environment. Also, the Statistics library (room 349E) is available to any students with Statistics room keys.

Building keys

The outside entrances of the building should be unlocked during building hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except for staff holidays and/or closedowns). After hours, those doors will be locked and you will need your N-card for entry. Carry your office keys and your N-card with you at all times to avoid being locked out. If you do get locked out, go to another building or an outside phone and call university maintenance or the university police to let you in. Once again, it needs to be stressed that you are responsible for locking doors when appropriate and carrying your keys with you at all times. Offices will be assigned on an annual

basis. Assigned room keys are available from one of the department secretaries, but this key needs to be returned whenever leaving campus at the end of the academic year, if you are going out of the country, or if for some other reason you will be leaving and not returning to UNL.

Library

Some books and magazines are available for student use in the Statistics library, Hardin Hall room 349E. You may check them out through one of the department secretaries. Also, C.Y. Thompson library has terminals to help you locate needed references. If the references are not available at C.Y. Thompson, other libraries, such as the Mathematics and Statistics Library in Avery Hall on City Campus may have them.

Mail

Mail boxes are located in the break room. Please be sure that mail you remove is from your box only.

Parking

A parking permit is required to park anywhere on City Campus and East Campus. These may be obtained from Parking & Transit Services, Stadium Drive Parking Garage, 625 Stadium Dr., Suite A, on City Campus. The closest student parking lot to Hardin Hall is west and across the street (by the Lincoln Fire Department building) from Hardin Hall. At any given time during the day, one can usually find an empty parking stall there. However, there is no convenient student parking on City Campus. It is recommended that you take the bus that runs between City Campus and East Campus. Bus schedules and passes are available on the UNL website under "Transportation Services."

Break Room

We have a small break room with a microwave, refrigerator, sink, table, chairs and a sofa. This room is used by all. Please do not allow food to stay in the refrigerator so long that it spoils. If your food makes a mess in the microwave, please clean it immediately. You are responsible for keeping the area clean when you use it.

Office Supplies

Office supplies (paper, pencils, pens, notebooks, etc.) located in the main office are not for personal use. Statistics office supplies may be used only for a class or lab which you are teaching.

Photocopying

Photocopy machines are for business use. If requested, a grad student can obtain a number for personal use for a small number of copies each semester (1,000); however, if it looks as if this privilege is being abused, students will be charged 5¢ per copy. Research assistants and teaching

assistants are asked to use the copy machine in the main office, if at all possible, for their work copies, and the copy machine in room 354 for other uses. Additional copy machines are located in C.Y. Thompson Library and the East Campus Union. Statistics TAs and faculty are allowed to do a few copies on the Mathematics Department copy machine in Avery. We pay a fee for this privilege. Please remember, also, that there are copyright laws and you need to be careful about what you copy.

Secretarial/Computer Programming Staff

Please respect the time of the secretarial and computing staff. If you need something done for a Statistics class that you are teaching or a research project assigned with your assistantship, you may ask someone to help you. Please feel free to ask questions, just remember that the staff may not be able to help you immediately because of other duties they have at the time.

Telephone

It is against university policy for the telephone to be used for personal calls. If you need to make a long distance call in connection with a consulting or research project, your supervising faculty will make arrangements for you.

Fax

If you have a consulting or research project that requires the use of a facsimile machine, arrangements will be made by your supervising faculty member.

Tobacco Use

Hardin Hall is a tobacco free building. Smoking or tobacco use of any kind is not permitted inside the building or within 30 feet of the entrances at anytime, day or night.

Recycling/Trash Containers

Containers labeled as “we recycle” are to be used ONLY for office-type paper. Please do not use them for general trash such as soft drink containers, leftover food, facial tissues, candy wrappers, newspapers, etc. This kind of trash can be thrown away in containers NOT labeled as recycling containers. Please make sure any food is thrown away in airtight containers or in the break room in containers with plastic liners. Rodents and insects have been known to try to invade the space we have, so please do not let your food sit out on tables or desks.

Conclusion

If there are any questions, comments, or trouble spots that we have missed please feel free to talk to your advisor. All of the Statistics faculty and permanent staff want you to be as successful as possible. Being a graduate student is a tough life, but the rewards are more than worth it! Keep at it.

Department Computer Use and Procedures

Guide lines for Computer Usage at the University of Nebraska

Computers are provided in some graduate student offices. There area also groups of computers that can be used by Statistics graduate students in Hardin Hall rooms 346, 349, 354. The computers are networked with the mainframe computer and a central computer called the server. A temporary storage area will be provided on the server for graduate students' use to facilitate information exchange, but is subject to erasure without notice. Since many students will be using this computer, as well as other computers provided in the graduate student offices, your important files should be backed up on other sources (DVD disk, CD disk or USB flash drive) to prevent accidental permanent erasure. The network also provides access to laser printers. In accordance with university policy, the laser printers are to be used with job-related projects only. Use the laser printer in your computer area. The laser printers may be used for course work or assistantship work.

The PCs allow students to access Windows and obtain library information, use SAS, run other programs, and use electronic mail capabilities. Additional PCs are located in the labs in Filley Hall, Animal Science, C.Y. Thompson Library, and Keim Hall. Each student is entitled to a UNL email account. Please set up an account through UNL. Accounts on other systems are available and you should contact your advisor if additional computing capabilities are required.

Questions and clarifications on the computing information and policies outlined above may be obtained from the chair of the computer committee. For your information a copy of "Ethical Principles for the Use of UNL Computing Resources" may be found at the end of this document.

Access

All allocations of computing resources are made for a specific purpose, which may be associated with education, research, service, or administration. To gain access to these resources a person must obtain a computer account. Use of computing resources for any purpose other than that for which an allocation has been made is in violation of University of Nebraska-Lincoln policy and is considered unethical. Allocations will be made only to University personnel who accept the responsibilities which attend the receipt and management of public monies. These include:

1. Prudent use of the allocation for the purpose specified.
2. Supervision of all persons using the resources under the assigned account number.
3. Reporting any violations of ethical conduct in the use of the resources under that account to the person responsible for supervising that account.

Private Use

Use of computer resources by faculty, staff, or students for personal purposes or monetary gain is prohibited unless approved by the *Board of Regents* or an administrative officer designated by the *Board of Regents* for such approval. The University must be reimbursed for all such use. In general, persons outside the University may be permitted access to computing resources only if

the needed service is otherwise unavailable in this geographic area or if the use is associated with an approved cooperative project with University personnel or administrative units and the use does not interfere with the ongoing teaching, service, and research programs of the University. The University must be reimbursed for all such use.

Ethical Conduct

University policy about the use of University computer is very specific and carries very severe penalties if misused. University computers, network, or any equipment used for hacking, malicious use, and pornography are grounds for immediate dismissal, criminal prosecution, or both.

Any person who is in violation of the University policy regarding the use of computing resources may lose access to these resources and be subject to disciplinary action. Among the more serious violations are:

1. Use of University computing allocations for private or personal purposes, or for purposes other than those for which the allocation was granted.
2. Violation or attempted violation of the rights of others including:
 - a. The rights of privacy.
 - b. The rights of ownership.
 - c. The right to equitable access to computing resources.
3. Modification or attempted modification of the operating environment of the facilities without authorization.
4. Theft or attempted theft of data or programs belonging to others.

The University intends to meet its responsibilities to ensure the privacy of the users of the resources and to ensure that public monies are used as intended.

Copyright Infringement

In order to satisfy the many needs of the University community, programs may be purchased by the University, by its various administrative units, and by individuals. When such a program is protected by a copyright, the individual or units purchasing or using the program, is responsible for the protection of that copyright. UNL will use all means available to it to protect those programs under its control. However, when programs are stored or used elsewhere, the user assumes this responsibility. Any person who accesses or attempts to access materials belonging to others or who uses or attempts to use copyrighted materials in a manner violating the copyright laws may be subject not only to civil action but also to discipline as prescribed below.

University Systems and Operations

Unless other conditions are established in writing at the time an account is set up, systems and operations personnel authorized by the designated administrative officer may access (for supervisory purposes) and/or copy (for backup purposes) any and all files stored in the facilities.

Disciplinary Procedures

Each administrative unit is responsible for the rules and sanctions related to unethical conduct as mandated in the Regent's Bylaws 2.12.1 and 5.4. Any person guilty of violating, admitting to violations of, or proven to have violated ethical conduct in regard to computing resources will be subject to disciplinary procedures as defined in the appropriate **UNL Employee** or **Student Handbook**. Grievance or appeal processes are also defined in these handbooks.

This section of computers in the Student handbook has been taken from and approved by:

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Appendix

Departmental Committees

There are six departmental committees. Below is a brief outline of their duties.

1. Graduate Studies Committee - Recruitment, office assignment, assignment of assistantship duties.
2. Curriculum Committee - Coordinate curriculum, promote teaching.
3. Technology Committee - Maintain computers, request resources, acquisitions, and allocate resources.
4. Master's and Doctorate Exam Committee - Write and grade master's exam.
5. Seminar Committee - Organize seminars
6. Promotion & Tenure Committee – Works with the Department Chair to let faculty know how they are doing against predetermined standards of measurement, helping set faculty goals and objectives with institutional priorities and coaching faculty members to build on their strengths.

A list of faculty contacts for these committees and supervisors of assistantship duties are given under Faculty Assignments on page 3-4.

