School Song:  
“That Good Old Baylor Line”

That good old Baylor Line,  
That good old Baylor Line.  
We’ll march forever down the years  
as long as stars shall shine.  
We’ll fling our green and gold afar  
to light the ways of time,  
And guide us as we onward go,  
That good old Baylor Line.  
(Sic ‘em, Bears!)
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INTRODUCTION

On behalf of the Department of Statistical Science, welcome to Baylor University! We are thrilled you have chosen to pursue an advanced degree in statistics with this program. This handbook is designed to guide you and to summarize procedures and expectations as you begin your graduate work. If you have any questions that are not explained clearly by this handbook, do not hesitate to ask. Our department prides itself on its openness and on the relationships among the faculty and students. We wish you the best of luck during your time at Baylor and beyond!
### Campus Building Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABL</td>
<td>Armstrong Browning Library</td>
</tr>
<tr>
<td>AFROTC</td>
<td>AFROTC Building</td>
</tr>
<tr>
<td>AX</td>
<td>Alexander Hall</td>
</tr>
<tr>
<td>BDSC</td>
<td>Bill Daniel Student Center</td>
</tr>
<tr>
<td>BSB</td>
<td>Baylor Sciences Building</td>
</tr>
<tr>
<td>BURL</td>
<td>Burleson Hall</td>
</tr>
<tr>
<td>CGR</td>
<td>Carlile Geology Research Center</td>
</tr>
<tr>
<td>CB</td>
<td>Hankamer Cashion Building</td>
</tr>
<tr>
<td>CASTLW</td>
<td>Castellaw Communication Building</td>
</tr>
<tr>
<td>CL</td>
<td>Carroll Library</td>
</tr>
<tr>
<td>CS</td>
<td>Carroll Science</td>
</tr>
<tr>
<td>DRAPER</td>
<td>Draper Building</td>
</tr>
<tr>
<td>FAA</td>
<td>Fine Arts Annex</td>
</tr>
<tr>
<td>FCS</td>
<td>Mary Gibbs Jones FCS Building</td>
</tr>
<tr>
<td>FCSA</td>
<td>Mary Gibbs Jones Family and Consumer Sciences Annex</td>
</tr>
<tr>
<td>FCASTAD</td>
<td>Floyd Casey Stadium</td>
</tr>
<tr>
<td>GOEBEL</td>
<td>Goebel Building</td>
</tr>
<tr>
<td>HBMCHMB</td>
<td>Hillcrest Baptist Medical Center</td>
</tr>
<tr>
<td>HOTGIF</td>
<td>Heart of Texas Golf Academy</td>
</tr>
<tr>
<td>HSBS</td>
<td>Hankamer School of Business</td>
</tr>
<tr>
<td>HSFAC</td>
<td>Hooper-Schafer Fine Arts Center</td>
</tr>
<tr>
<td>JIL</td>
<td>Jesse H. Jones Library</td>
</tr>
<tr>
<td>MARINA</td>
<td>Marina</td>
</tr>
<tr>
<td>ME</td>
<td>Memorial Hall</td>
</tr>
<tr>
<td>MMG</td>
<td>McLean Gymnasium</td>
</tr>
<tr>
<td>MMTC</td>
<td>Marrs McLean Tennis Court</td>
</tr>
<tr>
<td>MCRY</td>
<td>McCrory Music Building</td>
</tr>
<tr>
<td>MH</td>
<td>Morrison Hall</td>
</tr>
<tr>
<td>MM</td>
<td>Mayborn Museum Complex</td>
</tr>
<tr>
<td>MMSCI</td>
<td>Marrs McLean Science Building</td>
</tr>
<tr>
<td>MOODYL</td>
<td>Moody Library</td>
</tr>
<tr>
<td>MOODYG</td>
<td>Moody Library Garden</td>
</tr>
<tr>
<td>MSF</td>
<td>Mays Soccer Field</td>
</tr>
<tr>
<td>NMHALL</td>
<td>Neill Morris Hall</td>
</tr>
<tr>
<td>NVCC</td>
<td>North Village Community Center</td>
</tr>
<tr>
<td>OGRADY</td>
<td>O’Grady Building</td>
</tr>
<tr>
<td>OMAIN</td>
<td>Old Main</td>
</tr>
<tr>
<td>OPERA</td>
<td>Opera Hall</td>
</tr>
<tr>
<td>PIPER</td>
<td>Piper Child Development Center</td>
</tr>
<tr>
<td>PNH</td>
<td>Pat Neff Hall</td>
</tr>
<tr>
<td>POAGEL</td>
<td>Poage Legislative Library</td>
</tr>
<tr>
<td>RECTLH</td>
<td>Recital Hall</td>
</tr>
<tr>
<td>RGH</td>
<td>Roxy Grove Hall - Waco Hall West</td>
</tr>
<tr>
<td>RT</td>
<td>Robinson Tower</td>
</tr>
<tr>
<td>ROGERS</td>
<td>Rogers Engineering/Computer Science Building</td>
</tr>
<tr>
<td>RGYM</td>
<td>Russell Gymnasium</td>
</tr>
<tr>
<td>SDRICH</td>
<td>Sid Richardson Science Building</td>
</tr>
<tr>
<td>SLC</td>
<td>Student Life Center</td>
</tr>
<tr>
<td>SON</td>
<td>School of Nursing</td>
</tr>
<tr>
<td>SPEIGT</td>
<td>Speight Plaza Parking Garage</td>
</tr>
<tr>
<td>STRECH</td>
<td>Streich Tennis Courts</td>
</tr>
<tr>
<td>TBB</td>
<td>Tidwell Bible Building</td>
</tr>
<tr>
<td>TRUETT</td>
<td>Truett Theological Seminary</td>
</tr>
<tr>
<td>ULC</td>
<td>Umphrey Law Center</td>
</tr>
<tr>
<td>WACOHE</td>
<td>Waco Hall East</td>
</tr>
<tr>
<td>WACOHL</td>
<td>Waco Hall</td>
</tr>
</tbody>
</table>
BUS INFORMATION
Baylor University provides a free shuttle bus with a fixed route. Routes for 2019-2020 will be published online by August 1, 2019. The buses run Monday through Friday between 7:25 AM and 5:25 PM when classes are in session. There is also an after-hours bus route that operates Monday through Thursday between 6:30 PM and 1:30 AM. The Baylor Shuttle also provides a live GPS so that you can know where the bus is at all times. You can download the app for your iPhone or Android and view detailed bus information at
http://www.baylor.edu/dps/index.php?id=869818

The city of Waco also has a bus system. Although it is not free, they do provide student discounts. More information on the Waco Transit can be found at www.waco-texas.com/transit.

DEPARTMENT

HISTORY OF THE DEPARTMENT
In 1991, Dr. Thomas Bratcher founded the Institute of Statistics. Dr. Bratcher was the Director of the Institute until 2004, when it became the Department of Statistical Science, housed in the College of Arts and Sciences. Dr. Jack Tubbs became Chair of the department and remained so until 2018. In either the Institute, or the Department, our Baylor graduates have been earning Ph.D.s and M.A.s (now M.S.s) in statistics since 1991. As of 2019, the program has produced over 90 doctoral students. In 2012, Dr. James Stamey succeeded Dr. Bratcher as Graduate Program Director in 2012. In 2018 Dr. Stamey became Chair of the Department, and Dr. Jane L. Harvill became the Graduate Program Director.

In 2006, our department established an undergraduate program. Dr. Jeanne Hill has served as the Undergraduate Program Director since the program’s establishment.
**Mission Statement:** The mission of the Department of Statistical Science is to provide quality statistics instruction at all levels, to make significant contributions to the discovery and dissemination of statistical knowledge, and to develop, within a Christian environment, ethical scholars, skilled professionals, and educated leaders who are sensitive to the needs of society.

**LIST OF FACULTY & STAFF**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number (254) 710 -</th>
<th>E-mail</th>
<th>Research Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. James Stamey, Department Chair</td>
<td>7405</td>
<td><a href="mailto:James_Stamey@baylor.edu">James_Stamey@baylor.edu</a></td>
<td>Bayesian theory and methods</td>
</tr>
<tr>
<td>Dr. Jane Harvill, Graduate Program Director</td>
<td>1517</td>
<td><a href="mailto:Jane_Harvill@baylor.edu">Jane_Harvill@baylor.edu</a></td>
<td>Time series and spatial statistics, environmental statistics, computational methods</td>
</tr>
<tr>
<td>Dr. Jeanne Hill, Undergraduate Program Director</td>
<td>4081</td>
<td><a href="mailto:Jeanne_Hill@baylor.edu">Jeanne_Hill@baylor.edu</a></td>
<td>Statistical inference, ranking and selection, reliability</td>
</tr>
<tr>
<td>Dr. Mandy Hering</td>
<td>1120</td>
<td><a href="mailto:Mandy_Hering@baylor.edu">Mandy_Hering@baylor.edu</a></td>
<td>Spatial and space-time modeling, multivariate and cluster methods, outlier and anomaly detection, application to the environment and engineering</td>
</tr>
<tr>
<td>Dr. Dennis Johnston</td>
<td>4079</td>
<td><a href="mailto:Dennis_Johnston@baylor.edu">Dennis_Johnston@baylor.edu</a></td>
<td>Mathematical statistics, biostatistics</td>
</tr>
<tr>
<td>Dr. Joshua Patrick</td>
<td>1641</td>
<td><a href="mailto:Joshua_Patrick@baylor.edu">Joshua_Patrick@baylor.edu</a></td>
<td>Time series analysis, spatial data analysis, nonparametric regression</td>
</tr>
<tr>
<td>Dr. John Seaman, Jr.</td>
<td>6181</td>
<td><a href="mailto:John_Seaman@baylor.edu">John_Seaman@baylor.edu</a></td>
<td>Bayesian analysis</td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
<td>Research Areas</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------</td>
<td>------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Dr. Joon Jin Song</td>
<td>6573</td>
<td><a href="mailto:Joon_Song@baylor.edu">Joon_Song@baylor.edu</a></td>
<td>Spatial statistics, functional data analysis, bioinformatics</td>
</tr>
<tr>
<td>Dr. Jack Tubbs</td>
<td>7601</td>
<td><a href="mailto:Jack_Tubbs@baylor.edu">Jack_Tubbs@baylor.edu</a></td>
<td>Pattern recognition, ranked data, interdisciplinary research</td>
</tr>
<tr>
<td>Dr. Dean Young</td>
<td>6183</td>
<td><a href="mailto:Dean_Young@baylor.edu">Dean_Young@baylor.edu</a></td>
<td>Mathematical statistics, computational statistics, multivariate statistical analysis, pattern recognition</td>
</tr>
<tr>
<td>Tammy Corntassel Office Manager</td>
<td>1699</td>
<td><a href="mailto:Tammy_Corntassel@baylor.edu">Tammy_Corntassel@baylor.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
SOCIAL MEDIA

The Department of Statistical Science currently has several social media pages. We highly encourage you to follow or join these pages, as social media is becoming more important in professional fields. We also ask that you be respectful when posting on our pages; here, we represent the Department as well as Baylor. Our pages on Facebook and Twitter are:

Facebook: facebook.com/BUStatisticalScience
Instagram: statisticalscience

AREA RULES

Cubicle and Workstation Rules

We are currently able to provide a desk space and desktop computer for each on-campus graduate student. However, there is not much to prevent noise from traveling into your workspace, especially when it is coming from a fellow student at their own workspace. Therefore, if you are doing group work, talking with professors, discussing your fantasy football team, etc. during primary work hours, please be aware of your surroundings. If several of your colleagues are working near you, please reduce the level of sound and/or use the conference room or another area.

You will also receive a key to the desk drawers at your workstation. When you will no longer need your workstation (due to an internship, job offer, graduation, etc.), please return your key to our Office Manager, Tammy Corntassel.

If you ever have a problem with your assigned computer, please let our Office Manager know about it. You will most likely need help being set up as an administrator on your computer. For this, you should call Information Technology at the HELP desk: 254-710-4357.
Graduate Student Lounge
On the ground level of Marrs McLean Science Building (Room GL 50) is a graduate student lounge. Although we have student offices in the same room, the student lounge is available for all our graduate students to use. Please be respectful of the students working in this space. This lounge contains a microwave and refrigerator for you to use, so feel free to store your labeled lunch here. If you spill something, please clean it up, and do not leave food to spoil in the refrigerator. Graduate students are the only people who clean this room, so please do not leave your mess for someone else to clean up.

Kitchen/Informal Conference Room
The kitchen, which may also act as an informal conference room, is also available for students to use, as well as faculty and staff. Since there are students whose office is in the graduate student lounge, you should eat your meals in the kitchen. The refrigerator and microwave are also available for your use, and the same rules apply here as those for the student lounge. Keep in mind that faculty offices are close to the conference room, so please be respectful.

COLLOQUIUMS & DEPARTMENTAL MEETINGS
Once or twice every semester, we hold departmental meetings for all our graduate students and faculty. We also host professors from other universities and colleagues who come and give colloquiums. During the fall and spring semesters last year, we had a total of 10 speakers. These colloquiums are usually preceded with a meet-and-greet with the guest. There will also be opportunities to meet one-on-one with these visitors. Unless you either have a course scheduled during the time of the meeting or talk or have an unforeseen circumstance, your attendance is required at all these events.

You are also strongly encouraged to attend the dissertation defenses and PPPs of your peers. You will get an Outlook invite when one of these events happen. Especially during the fall and spring semesters, please attend if possible.
DEGREE REQUIREMENTS

For students coming into the doctoral program without a Master’s:

Students must complete 75 semester hours, including a statistics core of 27 hours, a consulting-teaching practicum of 3 hours, 36 hours of elective courses, and 9 hours of dissertation work. Students must also pass a preliminary exam and show computer proficiency.

For students admitted to the Master’s program:

Students must complete 36 semester hours, consisting of 12 statistics core hours, 21 elective hours, and a 3-hour practicum, which may either involve research data analysis or serving as a teaching assistant. Students must also pass an oral examination.

EXAMS

Preliminary Exams

All graduate students are required to take written preliminary exams in August following their first year of the program. These exams take place the week before the fall semester begins and are typically taken the Tuesday and Thursday of that week, where each day consists of a three-hour morning session and a three-hour afternoon session. The exams cover material from the first two semesters and summers of coursework. Specific information for the exams will be given to students during the summer following their first year. Passing the preliminary exams is required to continue in the PhD program.

Oral Exams

Students who desire to earn their M.S. in Statistics as they work toward their Ph.D. must take and pass an oral exam during their second year. The exam is administered by at least two faculty members from the Department of Statistical Science and by one Baylor faculty member from outside the department. If you have a faculty advisor, you can discuss your options for an external professor with them.
PPP

Once a student passes the preliminary exams, the student will be assigned a professor as an adviser for research. Together they will come up with a topic for a Preliminary Presentation Project (PPP). The PPP is designed to demonstrate that a graduate student can conduct individual research. The student will then write a paper on their work and present it in front of faculty and students from the department. The student must successfully complete the PPP before they will be allowed to register for dissertation hours. Usually, the work done for the PPP will be incorporated into a chapter of the student's dissertation, but this is not always the case. Students are also encouraged to work with their advisor to submit the results of their PPP to a statistics journal for publication, if the advisor believes the work is publishable.

PAYROLL AND INSURANCE

Time Cards

As a graduate student, if you are not a teacher of record or on a research grant, you must complete and submit a time card every two weeks in order to be paid. To do this:

1. Go to the Baylor homepage, and under ONLINE TOOLS, select BEARWEB.
2. Log in to BEARWEB with your ID number, which you can find on your Baylor ID if you don't have it memorized and enter your PIN. It is now required that you have a Duo two-factor authentication account for Bearweb. See this link for instructions: http://www.baylor.edu/its/index.php?id=863033.
3. In the MAIN MENU that opens, choose EMPLOYEE INFORMATION and then TIME SHEET.
4. You will then see your time sheet with only the first week listed out. Under each day there is a link in blue that says, “Enter Hours”. Once you click on that, you can put in your hours.
5. You are to enter in 20 hours for each week so that each time sheet you submit has a total of 40 hours during the fall and spring semesters. In the summer, you will enter 15 hours per week so that the time sheet you submit has a total of 30 hours. Make sure you do not enter any class hours as your work hours. You also cannot enter hours in the future (i.e., if it is Tuesday, don't fill out your time sheet for Wednesday). If your time
card happens to start mid-week, make sure that you still enter 20 or 15 hours for that week, depending on the time of year.

6. Once you have filled in your hours for the two weeks, you will click on the SUBMIT FOR APPROVAL button on the original time sheet page. You MUST submit your time sheet no later than the last Saturday of those two weeks.

7. You will be paid for the two weeks you submit on the following Friday.

Pay Checks
If you are a teacher of record (TOR) or on a research grant, you will receive a monthly paycheck. Everyone else is on a biweekly pay schedule. During the summer semester, almost all students will have a biweekly pay schedule since summer classes are not normally taught by TORs. Also, you will not receive a paycheck between semesters (like Christmas break), and you will receive a reduced paycheck during the summer. It is strongly encouraged that you plan and budget for this. During Christmas break, you will go about a month without pay, and in the summer, your paychecks will be slightly more than half of what they were during the fall and spring semesters.

Insurance
As graduate students, you have the potential to qualify for a health insurance plan. The Baylor University Student Health Insurance Plan is administered by Academic Health Plans and underwritten by ACE American Insurance Company.

Because you have matriculated after Summer 2015, you most likely will be eligible for a Graduate School Subsidy. The Graduate School’s subsidy covers 80% of the individual premium for Baylor’s Student Health Insurance Plan. Health coverage is subsidized for 12 months and is renewable annually if the student qualifies. Subsidized students must enroll for insurance in the Health Center’s Insurance Office, Suite 220, which is located on the second floor of the McLane Student Life Center (SLC). Students receiving a subsidy should not enroll online. If you qualify for a subsidy but are not on campus, please contact Betty Fornelius at Betty_Fornelius@baylor.edu or at 254-710-1493.
### Subsidized Student Costs for 2018-19

<table>
<thead>
<tr>
<th></th>
<th>Annual</th>
<th>Fall</th>
<th>Spring/Summer</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug 1- Jul 31</td>
<td>Aug 1- Dec 31</td>
<td>Jan 1- Jul 31</td>
<td>May 15- Jul 31</td>
</tr>
<tr>
<td>Graduate Student Only</td>
<td>$605.60</td>
<td>$253.80</td>
<td>$351.80</td>
<td>$129.60</td>
</tr>
<tr>
<td>Graduate Student + Spouse</td>
<td>$3,633.60</td>
<td>$1,522.80</td>
<td>$2,110.80</td>
<td>$777.60</td>
</tr>
<tr>
<td>Graduate Student + Spouse + 1 Child</td>
<td>$6,661.60</td>
<td>$2,791.80</td>
<td>$3,869.80</td>
<td>$1,425.60</td>
</tr>
<tr>
<td>Graduate Student + Spouse + Multiple Children</td>
<td>$9,689.60</td>
<td>$4,060.80</td>
<td>$5,628.80</td>
<td>$2,073.60</td>
</tr>
<tr>
<td>Graduate Student + 1 Child</td>
<td>$3,633.60</td>
<td>$1,522.80</td>
<td>$2,110.80</td>
<td>$777.60</td>
</tr>
<tr>
<td>Graduate Student + Multiple Children</td>
<td>$6,661.60</td>
<td>$2,791.80</td>
<td>$3,869.80</td>
<td>$1,425.60</td>
</tr>
</tbody>
</table>

For more information, visit: [https://www.baylor.edu/graduate/index.php?id=958615](https://www.baylor.edu/graduate/index.php?id=958615)
ASSISTANTSHIPS

There are several different types of assistantships. The graduate program director will assign you to the proper type of assistantship based on your year of study, your progress toward the degree, and faculty requests. It is highly likely you will be responsible for more than one type of assignment during a semester.

TUTORING LAB
During the Fall and Spring semesters, the Department offers free tutoring for students enrolled in any undergraduate statistics course. This tutoring is offered through the Statistics Tutoring Lab in GL51. Beginning the second week of the semester, the lab is open from 4:00 PM until 7:00 PM every week until classes end, Monday through Thursday. The lab is not open on holidays or during final exams. If you work in the Tutoring Lab, (part of) your assistantship duties will be to help students with their homework questions. There are two shifts each evening: the first from 4:00-5:30, and the second from 5:30-7:00. Dr. Amy Maddox is in charge of the Tutoring Lab and will work to assign you to shifts through the week that do not conflict with your class schedule. You can request the option of working two shifts in one day, meaning you would work from 4:00 – 7:00. All tutors are required to work one early shift and one late shift per week.

STA 2381
All first-year graduate teaching assistants are required to attend a section of STA 2381 throughout the Fall semester of their first year. For those students, this is considered part of your training, and should be counted on your work hours each week.

GRADING
All faculty teaching any course have the option to use a grader. Graders are assigned at the beginning of each semester. It may happen that a faculty member who hasn’t been assigned a grader for the semester needs an assignment or test graded. In that case, he or she will contact
that Graduate Program Director who will then contact a graduate student to help that teacher for that one assignment. Once the grading assignment has been confirmed, the student is responsible for contacting the faculty member to get the materials to be graded and instructions. The student should record approximately how many hours it took to complete the grading and count that time toward their work hours on their time card. This assignment may not replace hours worked in the Tutoring lab, attending colloquiums, or attending STA 2381.

**TEACHERS OF RECORD**

Teachers of record, or TORs, teach an undergraduate introductory statistics course. See the TORs section for more details.

**CONSULTING**

The Department provides consulting for Baylor. Dr. Tubbs is the professor responsible for organizing and assigning all projects. Graduate students work under the supervision of Dr. Tubbs to consult on research projects with people or groups, both within and outside the university.

**RESEARCH ASSISTANT**

Students work with a faculty member on a project that is based on externally funded research.

**TEACHERS OF RECORD**

Once a graduate student has passed their preliminary exams, they are eligible to serve as a teacher of record. In almost every case, the graduate student will be the primary instructor for STA 1380, QBA 2302, or QBA 2305. The supervisor for graduate teachers of record for STA 1380 is Dr. Amy Maddox (Amy_Maddox@baylor.edu).

Teachers of record receive additional benefits when compared to other assistantship assignments:
• Pay Schedule - TORs are paid monthly instead of biweekly. Furthermore, it is not necessary for teachers of record to submit timecards.

• Parking Permit - A graduate student serving as a TOR can purchase a campus parking sticker at a highly discounted rate. As of July 2017, the Graduate School will pay $225 towards your parking permit. The Graduate School will pass your name along to Parking Services at the beginning of the semester, and Parking Services will then credit your account.

• Meal Cards - TORs receive a meal card, which provides five free meals per semester at any of the dining halls on campus. You should receive a notice on the 12th day of class that your meal card is ready to be picked up from the Graduate School (Suite 200, 2nd floor of Morrison Hall). Make sure you hold on to that card after you’ve used the few meals! It will be refilled automatically in the spring if you are still a TOR.

• E-mail Storage - Due to the extra correspondence required of instructors, TORs receive additional storage space for their e-mail inbox. TORs have one gigabyte (1GB) of storage, and other graduate students have five hundred megabytes (500 MB).

On rare occasions, it may happen that the department will need a graduate student to teach a section of either STA 2381 or STA 3381. In that case, the remaining duties of the graduate student will fall under the discretion of the Graduate Program Director.

OFFICE HOURS

Every teacher of record is required to hold at least three office hours per week. These office hours should be spent in the Statistics Tutoring Lab. TORs’ office hours are not to be held elsewhere. As with every graduate student who works in the tutoring lab, TORs are expected to assist any undergraduate students who come to lab, regardless of whose course the student is in.

OALA

At times, teachers of record may have students with learning disabilities. These students are typically registered with the Office of Access and Learning Accommodation (OALA). If a student
is registered with OALA, the instructor is asked to help with whatever accommodations are needed for the specified student. In most cases, such students will receive time-and-a-half on exams, and these exams will be administered at the OALA testing center. It is the responsibility of the student to make the appointment at the testing center. The student will bring a form for the instructor to sign a few days before the exam, and the instructor will deliver the exam to the testing center before the scheduled appointment. If the student does not make this appointment before the exam, they waive their OALA rights and must take the exam with the rest of the class. OALA is currently located in the Paul L. Foster Success Center in the east wing of Sid Richardson.

COURSES

STA 1380 – Elementary Statistics

Most TORs within the department of statistics teach a section of STA 1380. This class is a requirement for any student pursuing a Bachelor of Arts. The textbook for the course is Introduction to Statistics by Dr. Maddox. The book is printed in a workbook style, meaning that students will fill in notes within the book throughout the course. TORs are asked to NOT write in their own textbook, as it will be needed for future courses. Instead, the instructor should make photocopies of the pages needed for each class, and these copies can be written on.

When computer software is needed in STA 1380, the program JMP is used. Baylor provides download links for both the software and the licenses. Detailed instructions on how to use JMP can be found within the textbook and download information can be found in the software section of this handbook. All JMP questions by students must be addressed at the statistics tutoring lab.

All exams need to be approved by Dr. Maddox before they are given to students. Dr. Maddox needs to have exams e-mailed to her at least 24 working hours prior to the exam time. Adjustments may be needed before the exam is approved. Once a week, instructors of STA 1380 are to meet with Dr. Maddox. This meeting will typically address upcoming lesson plans, concerns about specific students or situations, questions concerning the proper way to present
material, etc. Instructors are strongly encouraged to inform Dr. Maddox of any issues as soon as they arise.

At least once a semester, Dr. Maddox will attend a class for each teacher of record. The instructor will be evaluated on their ability to motivate and explain the material and on their control of the classroom. This evaluation is meant to provide constructive criticism to the instructor. If Dr. Maddox’s teaching schedule conflicts with the TOR’s class, then the Graduate Program Director will evaluate the student.

**QBA 2302 & 2305—Business Data Analysis I & II**

Every semester, one or two graduate students from the Department will be assigned to teach a section of QBA 2302 or 2305 for the Information Systems Department in the Hankamer School of Business. This course is required for any student pursuing a business degree.

The primary software used in QBA is a Microsoft Excel add-in called MegaStat. It provides a menu-based approach to the built-in statistical functions in Excel and produces output which is easy to read and interpret. An Excel course is a prerequisite for enrolling in QBA.

If you are teaching only a QBA course, no meetings with members of the Information Systems department are necessary, nor do you need to have your exams approved by a faculty member. However, it is highly encouraged that you ask for input on every exam you write. QBA instructors are also encouraged to maintain communication with other members of the Information Systems department. Depending on prior teaching experience, Dr. Maddox or another professor may observe the QBA teachers of record. There are a number of department functions that are open to those teaching QBA, and attending these functions is a great way to maintain the relationship between the Information Systems and the Statistical Sciences departments.
PARENT-FACULTY COFFEE
During Parents' Weekend at Baylor, the university hosts the Parent-Faculty Coffee on Saturday morning. This is an opportunity for the parents of Baylor students (mostly freshmen) to meet their children's instructors. Attendance to this event is not mandatory, but TORs need to inform their classes about their own attendance plans. A breakfast buffet is provided by the university.

SOFTWARE

JMP
Regardless of your assignment each semester, students end up working with JMP at some point or another. JMP is the software used by all students in STA 1380 and STA 2381, and a large percentage of questions in tutoring labs involve how to properly use JMP. It is in a new graduate student's best interest to learn the basics of JMP as soon as possible. To download JMP, visit http://www.baylor.edu/its/index.php?id=44651 and click on the link for JMP. Download the appropriate and most recent version of JMP for your machine. You will need to log in with your BearID in order to access the download links.

Once installation is complete, JMP will tell you that the license has expired. To remedy this, click on the license update from the same page you downloaded JMP. Copy and paste the resulting text into a text file and save it somewhere that will be easy to access (such as your desktop). When you open JMP, click on the “Open License” button, and select the text file you just saved. If the license was accepted, JMP will then ask you to input your name and department. You can leave both of these blank. JMP should then function normally until the time when the license expires again.
LaTeX
It is essential that all graduate students learn how to use LaTeX (pronounced lay-tech). Almost every assignment in every course in the statistics department will be written in this program. This typesetter provides a method for organizing mathematical equations in ways that are more elegant and efficient than other equation editors, such as the one used by Microsoft Office. There are templates that can be used to make presentations, write articles to submit in journals, etc. Furthermore, all dissertations from the statistics department must be written in LaTeX using the appropriate template.

If you are running a Windows operating system, the preferred compiler is MiKTeX, which can be found at http://miktex.org/download. The complier includes a frontloader called TeXworks, though there are more sophisticated frontloaders such as TexNicCenter (http://www.texniccenter.org/download/). If you are running a Mac operating system, you will need to download MacTeX, found at http://tug.org/mactex/. The download link should contain everything you need to get LATEX running on your machine. Feel free to use a different text editor for LaTeX. Visit this website for a good list of text editors: https://beebom.com/best-latex-editors.

R
Due to its open source nature, R is by far the most commonly used statistical software by statistics graduate students. It’s free to download, and several users across the world have programmed packages containing functions that address a wide variety of problems. R is also the main tool used to conduct simulation studies, which almost every graduate student will have to do at least once. You can find the download links for R at http://www.r-project.org/.

SAS
Though R is the most commonly used statistical software in the department, there will be times where a graduate student will need SAS. In general, SAS is not free (though it is provided by Baylor to students for free), and it is not open source. However, there is plenty of technical
support for SAS, and it has a much faster computing time for problems than R does. It is also common for those working in industry to use SAS, which means that this will be important to learn while in the department. SAS University edition is free for students and works on all machines. You can download SAS from Baylor on the same webpage as JMP, or go to www.sas.com/en_us/software/university-edition.html to download the University Edition.

**BUGS**

BUGS (Bayesian inference Using Gibbs Sampling) is the software that is used to perform Bayesian analyses with appropriate prior distributions. As the curriculum contains multiple Bayesian courses, all students will need to know the basics behind BUGS.

There are currently two versions of BUGS available. WinBUGS (which can be found at http://www.mrc-bsu.cam.ac.uk/software/bugs/the-bugs-project-winbugs/) is a stable, stand-alone version of the software. However, it is no longer being supported or updated by its creators. OpenBUGS (http://www.openbugs.info/w/downloads) is an open-source version of BUGS, which continues to receive updates.

There are packages in R that allow users to upload data sets generated in R to BUGS. Depending on the version of BUGS used, the packages are R2WinBUGS and R2OpenBUGS. This allows for simulation studies using Bayesian methods, but the process itself can be extremely slow. Depending on the machine used, R may have to be called as an administrator to establish the connection between R and BUGS. If using a Mac OS, BUGS can be run with a program called WINE. If you need to download WINE, contact Alissa, and she will get you the information.

**OSOFAST**

OsoFast is the electronic system you use to request an item through Interlibrary Loan, which is a service you have access to as a graduate student. To use, you need to login to OsoFast. From there you can choose what type of material you are requesting. This includes articles, books, conference proceedings, audio, theses and dissertations, music scores, patents, and more.
Once you choose what type of material you are looking for, OsoFast will ask you to complete a form that describes the item that you want. After you have completed this form, you submit the request and wait for your item to come. On the OsoFast main menu, you can also see your outstanding requests, renew items that you have checked out, or cancel a request.

GRADUATE SCHOOL

As a graduate student, you are not only a student in our department; you are also part of the Graduate School. You will be required to attend the Graduate School orientation, which is on Wednesday, August 21st, 2019. Please see the highlighted date on the following fall calendar for a link about orientation.

The offices of the Graduate School are located on the second floor of Morrison Hall in Suite 200.

*NOTE: The Spring 2020 Graduate School Calendar has not been published yet. Check back later for deadlines and other important dates at https://www.baylor.edu/graduate/index.php?id=958615
2019-2020 ACADEMIC CALENDAR
SPRING & SUMMER 2019

https://www.baylor.edu/graduate/index.php?id=958627

FALL 2019  TBA
GSA
The Baylor University Graduate Student Association (GSA) is a community that strives to enrich the quality of academic and social life for students of each graduate program of Baylor University as well as advocate for these students and voice their concerns.

The Department of Statistical Science is an active department within the GSA and has had several students serve as officers in the GSA in the past. In this section, we highlight some ways to be involved with the GSA. For more detailed information, visit www.baylor.edu/gsa.

New Graduate Student Orientation
The week before the school year begins, the GSA sponsors a new student orientation for incoming graduate students. This provides graduate students an opportunity to know their peers and learn some helpful pieces of information about the university and about the city of Waco. Several speakers appear at this event, including the dean of the Graduate School and (when available) the president of the university.

New graduate students for each department are greeted and escorted by their respective department's representative. However, it is beneficial to have a group of current graduate students instead of an individual greet the incoming class. The new students can form relationships faster by getting to know multiple current students at this event. If you would like to volunteer at the new student orientation, contact the current GSA representative.

Representation
All graduate programs are required to have a graduate student act as a department GSA representative. These terms are typically for an academic year, and there is no limit to the number of terms a student can serve as a representative. The representative is responsible for sharing the concerns of the students in the department with the GSA assembly.

If you are named the department representative, it is your responsibility to attend all GSA meetings, which occur once a month. All graduate students are welcome to these meetings, so feel free to drag some friends along!
GSA Tailgate
Every fall, the GSA sponsors a tailgate at one of Baylor's home football games. This is an opportunity for graduate students as a community to support the university as well as have fellowship with students from other departments. The GSA provides free food (usually barbecue) at the tailgate and sells GSA t-shirts at a very reasonable price. Having a large showing at the tailgate is extremely important to the GSA, as it is the most prominent event the GSA organizes all year. All students in the department are strongly encouraged to attend the tailgate. After all, who doesn’t like free food?

Graduate Student Appreciation Day
In the spring semester, the GSA sponsors a free lunch to celebrate Graduate Student Appreciation Day. Like the tailgate, this is another opportunity for graduate students to participate in fellowship, to eat free food, and to make the presence of the GSA known to the rest of the university. Once the date of this lunch is announced, please make plans to attend.

Intramurals
The GSA sponsors intramural teams in almost every sport throughout the year. In the past, several teams have been successful, and it is hilarious to see the reaction of undergraduate students when they lose to people “much older” than they are. If you are interested in playing on a GSA intramural team, contact your GSA rep, who will get you in touch with the GSA intramural coordinator.

Graduate Student Activity Grant
The GSA sponsors the Graduate Student Activity Grant (GSAG), which will provide supplementary funding for events for graduate students. The grant will award a maximum of $100.00 per event. The procedure for applying for this grant is available on Baylor's GSA website. This grant is highly encouraged if the graduate students in the department are planning an event, party, etc.
GRAD TRACKS
Grad Tracks is designed to enhance your time here at Baylor as well as your professional development. This is an online source to inform you of programs, services, activities, and event related to graduate students. You can access this information at https://www.baylor.edu/graduate/index.php?id=958615

COURSE FOR INTERNATIONAL STUDENTS
The Graduate School offers a free language support course to international graduate students. It is highly encouraged that international students take this course if you will be teaching undergraduates. Talk with the Graduate Program Directory about how to get involved in this course.

TRAVEL
The Graduate School is an avid supporter of students traveling for research and education. They offer two types of monetary travel awards: Travel to Professional Meetings and Travel to Support Doctoral Research. For either type of travel, make sure you keep all receipts.

TRAVEL TO PROFESSIONAL MEETINGS
- **Eligibility**: The applicant must be formally registered for at least one credit hour at Baylor University during the semester when the presentation is made. Summer requests can be based on fall registration. This program is designed to support the presentation of findings of graduate-student research, artistic performance, etc. The program is not intended to support recruitment activities, attendance at meetings without presentation of scholarship, costs of publication, or costs of conducting research.
- **Award**: Two awards of $400 are available per student each year (June 1-May 31 of the following calendar year). Any one award may not exceed $400. However, students may request less than $400, thereby possibly allowing support for more than two meetings in a year. The award is paid by check directly to the graduate student.
TRAVEL TO SUPPORT DOCTORAL RESEARCH

o **Eligibility:** The applicant must be formally registered for at least one credit hour at Baylor University during the semester of travel. Summer request can be based on fall registration. The student's dissertation proposal must be formally approved by the program at the time of application.

o **Award:** The Graduate School will match funds with the student's department, up to $400. A doctoral student is eligible for one such award during her/his studies at Baylor University.

o **Make sure to:** keep all receipts. A brief report of your trip must be emailed to GSTA@baylor.edu. Next, scanned receipts of expenses incurred must be emailed to Sandra Harman in the Graduate School. If the student used less than was awarded, please mail a copy of these receipts instead of scanning them, and include a check for the difference (payable to Baylor University) to Mrs. Harman:

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Sandra B. Harman
Baylor University Graduate School
One Bear Place #97264
Waco, TX  76798-7264
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o **For more details:** visit [https://www.baylor.edu/graduate/index.php?id=958615](https://www.baylor.edu/graduate/index.php?id=958615)

DISSERTATION DEFENSE

Our department prides itself on communication between professors and students. We are here to help you succeed! Our Graduate Program Director and Office Manager are here to answer
any of your questions and to help you through the program. Contact either of them with any questions or concerns you may have.

**SCHEDULING AND COMMITTEE**
Discuss with your dissertation advisor when he or she would like to determine who will serve on your dissertation committee and when the advisor would like to contact the potential committee members. A dissertation committee must have your advisor, three other department faculty members, and one other Baylor faculty member not in the Department of Statistical Science. Once you and your advisor have determined who will be on your dissertation committee, inform the Graduate Program Director. When it is time for your defense, you must contact the Graduate Program Director at least two weeks prior to that date.

**PRELIMINARY TECHNICAL REVIEW**
When you have officially scheduled your dissertation defense, you will need to also schedule a preliminary technical review of your dissertation with the Graduate School. As of July 2017, Sandra Harman is the Dissertation and Thesis Coordinator in the Graduate School. Make sure you have read the guidelines for your dissertation, found here: https://www.baylor.edu/graduate/index.php?id=958615

**CHECKLISTS AND FORMS NEEDED**
The following pages are the Graduate School’s graduation checklist as of July 2017. Make sure you have these filled out and completed for your preliminary technical review with the graduate school. Check the Graduate School’s website for an updated and/or electronic copy here: https://www.baylor.edu/graduate/index.php?id=958615.

- DOCTORAL INVESTMENT FORM
- PRELIMINARY REVIEW CHECKLIST
- NOTE: You will also need to print 4 copies of your dissertation’s signature page for your committee to sign the day you defend.
DOCTORAL INVESTMENT FORM

To be submitted at the time of the Preliminary Technical Review
See Guidelines, page 14

PLEASE TYPE OR PRINT CLEARLY:

Expected Date of Graduation: ___ May ___ August ___ December 20 ___

Student ID number

Name

Degree Sought ______ Mentor

Plans following graduation (employer, location, field, etc.)

Previous Degrees (exactly as on diploma received)

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<thead>
<tr>
<th>College/University</th>
<th>Degree</th>
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Signature

Date

FOR GRADUATE SCHOOL OFFICE USE ONLY:

INVESTMENTS BY: DEPARTMENT REP: ________________________________

DISSERTATION CHAIR: ________________________________
# Preliminary Review Checklist for Dissertations and Theses

Name: ___________________________  Telephone Number: _______________________

Style Manual Used: ___________________  Department: _______________________

<table>
<thead>
<tr>
<th>Student should initial each line below to show compliance and bring to the preliminary review.</th>
<th>Graduate School Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the <strong>abstract</strong> page correctly formatted and does it satisfy requirements for no more than 350 words for the dissertation or 150 words for the thesis? (See Appendix A of the <em>Guidelines</em>.)</td>
</tr>
<tr>
<td>2.</td>
<td>Does the <strong>signature</strong> page follow the required format, and have you inserted this unsigned page in your document? Have you indicated the correct degree you are receiving? Have you checked all previous degrees to be sure they are correct on the signature page? <em>This page will be checked at this review.</em></td>
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<td>3.</td>
<td>Is the <strong>copyright</strong> page appropriately formatted? (See Appendix B of the <em>Guidelines</em>.)</td>
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<td>4.</td>
<td>Are the <strong>preliminary pages</strong> appropriately sequenced? All previous pages are counted, including the signature page that will be inserted.</td>
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<tr>
<td>5.</td>
<td>Is pagination centered and formatted within the bottom one-inch margin of the page? Font should match text font. (See <em>Guidelines, Style and Formatting, Page Numbers</em>.)</td>
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<tr>
<td>6.</td>
<td>Are your <strong>margins</strong> set at 1.25” left and right, and 1” top and bottom? <em>(Maintain top 1” margin by removing any empty returns top of page.)</em></td>
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<tr>
<td>7.</td>
<td>Have you removed any <strong>widows or orphans</strong>, top and bottom of pages?</td>
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<tr>
<td>8.</td>
<td>Are tables and/or figures formatted and labeled according to the manual of style selected by student’s department? Table captions appear above the table entries; figure legends appear below the image.</td>
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<td>9.</td>
<td>Have you checked <strong>triple spacing</strong> above and below figures and tables, and above all subheading levels 3, 4, and 5?</td>
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<td>10.</td>
<td>Are all <strong>block quotes</strong> single spaced, with correct indentation according to your departmental style guide?</td>
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<tr>
<td>11.</td>
<td>If you are using <strong>footnotes or endnotes</strong>, have you used paragraph-style indentation, and single spaced each note with a double space between?</td>
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<td>12.</td>
<td>Do your <strong>footnotes or endnotes</strong> begin with #1 in each chapter?</td>
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<td>13.</td>
<td>If any of your research has been published, have you acquired and cited the appropriate copyright permissions (See Guidelines, pp. 11 &amp; 27)?</td>
</tr>
<tr>
<td>14.</td>
<td>Do the literature citation entries follow the specifications of the selected manual of style, and do the bibliography entries follow the hanging indentation style as specified in the Guidelines?</td>
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</table>

Important Reminders:

1. Be sure to file for graduation for intended semester of completion and are registered for at least one credit hour for the intended semester of completion.

2. The department submits the Announcement of Doctoral or Master’s Final Oral Examination form at least ten class days prior to the scheduled oral examination. This form announces the date, time, and place of the oral exam and designates membership of the examining committee (subject to approval by the Graduate School).

All forms are found on the Graduate School website at http://www.baylor.edu/graduate/}

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http://www.baylor.edu/graduate/facultyStaff/index.php?id=860449