

STAT Lab

Dear Tutors in STAT Lab,

First, thank you for participating with STAT Lab! Because of you, students across many classes may seek help in learning concepts from what is arguably their most important class at VT – STATISTICS!

This document is intended to help you and communicate expectations STAT Lab has of tutors. If you have any questions, suggestions, or concerns with STAT Lab, please let Brandy Hayden or Leanna House know.

Thanks Again!

The Undergraduate Statistics Committee

Purpose:

The purpose of STAT Lab is to centralize office hours offered by the Statistics Department. By centralizing, the Statistics Department may help students struggling in statistics undergraduate courses *free of charge*.

STAT Lab is not a statistics consulting service – people should refer to SAIG regarding the application of statistics in science (<https://saig.stat.vt.edu/>). Also, STAT Lab is not an IT service – people should refer to 4-HELP for software and hardware problems.

People:

- **Staff advisor:** Brandy Hayden will maintain the schedule of graduate students staffing the STAT Lab. She will inform the statistics faculty of the finalized schedule, including which tutors are when and to what classes each tutor is officially assigned.
- **Faculty advisor:** Leanna House will manage high level (e.g., non- scheduling) staffing or other issues.
- **Tutors:** Those hosting office hours in STAT Lab are teaching assistants (as assigned by the Statistics Director of Graduate of Studies (DGS)) for statistics courses who are not instructors of record and serve as a GTA for 10 hours or more.. This includes primarily graduate student graders of the classes listed above, but others may fit this category and additional assignments to the STAT Lab can be made by the DGS or other course instructors. Graduate students who are instructors of record may participate in STAT Lab as tutors as well, but the choice is theirs. Undergraduates, as approved by Dr. House, may also serve as tutors.
- **Tutees:** Students in the classes formally covered by STAT Lab may attend STAT Lab (refer to website).

Policies for tutees (e.g., undergraduate students) using the service:

Tutees are held to the standards of the Virginia Tech Academic Honor Code. Discernment for which assignments are eligible for seeking help from tutors is the responsibility of the tutee, not the tutor. Also, STAT Lab is not a service for tutors to complete or check homework. Tutees should come to STAT Lab prepared to ask questions about topics in statistics classes.

If STAT Lab is busy, tutees should make themselves known to the tutor and politely wait. If no tutor is present in STAT Lab during posted hours, or other concerns arise, tutees should email Brandy Hayden (brandy91@vt.edu).

Policies for tutors (e.g., graduate students) offering the service:

1. Tutors are held to the standards of the Virginia Tech Academic Honor Code
2. In STAT Lab, tutors are to help *anyone* who walks in, regardless of class. E.g., a tutor assigned to STAT 3005 as a GTA may help tutees from STAT 3104 or any other class covered by STAT Lab.
3. Once tutors are scheduled to attend STAT Lab, it is the responsibility of the tutor to attend each week. If a tutor has a conflict and cannot attend his/her allotted time, it is the *tutor's responsibility* to find a substitute. Eligible substitutes include other scheduled tutors in STAT Lab, unless permission has been granted by the faculty STAT Lab advisor. The tutor should also alert Brandy Hayden of the substitution. *If a tutor fails to meet his/her obligation in STAT Lab, the Statistics Graduate Committee will determine how to address the failure. E.g., the tutor may lose funding indefinitely..*
4. **What to do when you arrive and leave STAT Lab:**
 - **If in LIBR101S, Open the scale up room.** Clear people from at least 3-4 tables for STAT Lab. If you need more space, you must ask students not seeking help in STAT Lab to leave.
 - SIGN-IN via a survey provided by Leanna House or Brandy Hayden.
 - **In in LIBR 101S, Set up room.** Signs, table runners (i.e., small table cloths) are in the classroom closet (get the combination from Leanna House). Place larger signs on white boards. Place small signs on tables with the table runners.
 - Wear name tags (also in the closet).
 - SIGN-OUT: At the end of your assigned time to work, sign-out via s survey provided by Leanna House or Brandy Hayden
 - **In in LIBR 101S, Take down.** At the end of STAT Lab, return signs, table runners, and name tags back in the closet. **Shut the closet door.** Also, close the door to LIBR 101S, if no students remain in LIBR 101S.