

## Course Content

This course enables students to gain professional work experience in the application of statistics. Each student is supervised by a host organisation involved in statistical consulting or statistical applications in the public or private sectors. The placement allows students to develop teamwork and communication skills in the real world.

**Prerequisite:** Enrolment in the MAppStat; 60 approved OPRE, STAT or STOR points at 400-level or above.

## Course Learning Objectives (CLOs)

Students who pass this course will/should be able to:

1. demonstrate understanding of the project process in a workplace;
2. communicate effectively with others and present statistical results logically;
3. apply statistical methodologies in practice;
4. extend their knowledge of and ability to apply statistics to new situations.

## Contacts

**Dr Ivy (I-Ming) Liu** *Course Coordinator*

Room: Cotton CO 424 Tel. 463 5648 Email: ivy.liu@vuw.ac.nz

Office hours vary; see Ivy's door for current hours.

**Kelsey Firmin** *Administrator Postgraduate & Stakeholder Liaison*

Room: Cotton CO 358 Tel. 463 5651 Email: kelsey.firmin@vuw.ac.nz

## Course Delivery

The course consists of

1. Career development session: providing you with how to write a CV and Cover Letter; and how to present your skills and knowledge in your CV.
2. Practicum briefing: understanding professional expectations and responsibilities; dealing with problems arising in the work place; and introducing "My Portfolio". Employers are most welcome to attend and participate in the briefing.
3. Placement: working on specific projects with statistical content assigned by a host employer; developing teamwork, communication skills; and writing a portfolio.
4. Seminar: presenting the findings from the projects and sharing the placement experience with the class.

### **Trimester 3 dates:**

Career development session: Friday 9 September, 9:00 – 11:00 am, CO431.

Practicum briefing: Monday 14 November, 9:00 – 12:00 am, CO431.

Placement: Tuesday 15 November – Monday 19 December.

(It might vary, depending on the arrangement between students and host organisations).

Presentation: Friday 24 Feb, 9:00 – 12:00 pm, CO350

### **Withdrawals**

Students should be aware of the regulations regarding withdrawals from University courses, at <http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx>

### **Mandatory Course Requirements: a Pass/Fail course**

To pass this course, students must

1. Submit a final portfolio: linked with CLOs 1, 2, 3 and 4.

During your placement you will be required to report each week on:

- Tasks required to complete during that week
- Your challenges and what you have learned that week
- How has this weeks work experience fit in with your previous course studies?
- Record any other thoughts, skills, and statistical methods you have learned this week

On the final week you will need to submit a final portfolio on your placement. The final portfolio is the combination of your weekly reports and a summary report. It should be 8–10 pages.

2. Presentation: linked with CLOs 2, 3 and 4.
3. Spend at least 200 hours (or 5 weeks full-time) in a work place (verified by the host organisation)
4. Attending the practicum briefing

### **Penalties**

Fail to meet any of the mandatory course requirements will receive a fail unless illness, bereavement or other substantial causes occur and have been discussed with the course coordinator.

### **Workload**

This course is regarded as 1/4 of a full-time load.

### **Notices**

All notices will be posted on the course website

[http://msor.victoria.ac.nz/Courses/STAT581\\_2016T3](http://msor.victoria.ac.nz/Courses/STAT581_2016T3).

The Work Placement Handbook and Health/Safety documents are available on “My Portfolio”.

## Recommended Reading

1. You might need to read papers/books related to the project assigned at work.
2. The Work Placement Handbook on “My Portfolio”.

## Class Representative

A class representative is chosen by the students in the class each trimester. Your class representative is available if you come across problems and for any reason the issue cannot be resolved directly with staff. If you would like to talk about a concern you have, please email your class rep and a meeting can be arranged. The name of the class rep will be put on the Notices/Home page.

## Student Feedback

Student feedback on the course from previous years may be found at:  
[http://www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## Information about the School

The School of Mathematics and Statistics (SMS) is located in the Cotton Building on the Kelburn Campus.

- The School Office is in CO358, on the 3rd floor of the Cotton Building. The office is open from 8.30am-5.00pm
- The School website is <http://www.victoria.ac.nz/sms>
- Hand in boxes for assignments are on level 3 of the Cotton Building
- Assignments can only be collected from the office at certain times, listed on the Marked assignments page: <http://msor.victoria.ac.nz/Main/MarkedAssignments>
- There is a noticeboard opposite the School Office where students seeking and offering private tuition in mathematics and statistics can put requests and advertisements.

## Other Important Information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism:  
[www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- Academic Progress:  
[www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress)  
(including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)

- Resolving academic issues:  
[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes:  
[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute:  
[www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter:  
[www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract:  
[www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about](http://www.victoria.ac.nz/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)