

MODULE HANDBOOK
STATISTICAL
CONSULTING



BACHELOR DEGREE PROGRAM
DEPARTEMENT OF STATISTICS
FACULTY OF SCIENCE AND DATA ANALYTICS
INSTITUT TEKNOLOGI SEPULUH NOPEMBER

ENDORSEMENT PAGE



MODULE HANDBOOK STATISTICAL CONSULTING DEPARTMENT OF STATISTICS INSTITUT TEKNOLOGI SEPULUH NOPEMBER

Proses Process	Penanggung Jawab Person in Charge			Tanggal Date
	Nama Name	Jabatan Position	Tandatangan Signature	
Perumus <i>Preparation</i>	Dr. Santi Wulan Purnami, M.Si	Dosen <i>Lecturer</i>		March 28, 2019
Pemeriksa dan Pengendalian <i>Review and Control</i>	Dr. Santi Wulan Purnami, M.Si	Tim kurikulum <i>Curriculum team</i>		April 15, 2019
Persetujuan <i>Approval</i>	Dr. Santi Wulan Purnami, M.Si	Koordinator RMK <i>Course Cluster Coordinator</i>		July 17, 2019
Penetapan <i>Determination</i>	Dr. Kartika Fithriasari, M.Si	Kepala Departemen <i>Head of Department</i>		July 30, 2019

MODULE HANDBOOK

STATISTICAL CONSULTING


Module name	STATISTICAL CONSULTING	
Module level	Undergraduate	
Code	KS184823	
Course (if applicable)	STATISTICAL CONSULTING	
Semester	Eighth Semester	
Person responsible for the module	Dr. Santi Wulan Purnami, M.Si	
Lecturer	Dr. Santi Wulan Purnami, M.Si	
Language	Bahasa Indonesia and English	
Relation to curriculum	Undergraduate degree program, mandatory , 8 th semester.	
Type of teaching, contact hours	Lectures, <50 students	
Workload	<ol style="list-style-type: none"> 1. Lectures : 3 x 50 = 150 minutes per week. 2. Exercises and Assignments : 3 x 60 = 180 minutes (3 hours) per week. 3. Private learning : 3 x 60 = 180 minutes (3 hours) per week. 	
Credit points	3 credit points (sks)	
Requirements according to the examination regulations	A student must have attended at least 80% of the lectures to sit in the exams.	
Mandatory prerequisites	Data Analysis	
Learning outcomes	<p><i>CLO. 1 Can explain the importance of communication skills for statistical consultants.</i></p> <p><i>CLO. 2 Able to formulate problems transforming into statistical problems, design and carry out data collection with the correct methodology, select and apply appropriate analytical methods, and communicate the results of client problem solving effectively both clients, through oral and written</i></p> <p><i>CLO. 3 Able to select and practice a communication style to ensure accurate information flow between the client and the statistical consultant.</i></p> <p><i>CLO. 4 Able to identify, formulate, and solve statistical problems using the techniques in Statistical Consulting</i></p>	PLO-03 PLO-04 PLO-06 PLO-07 PLO-08 PLO-09

	<p><i>CLO. 5 Ability to use techniques Computing and modern computer equipment needed in Statistical Consulting</i></p> <p><i>CLO. 6 Have knowledge of current and future issues related to the field of Statistical Consulting</i></p> <p><i>CLO. 7 Able to communicate effectively and work together in an interdisciplinary and multidisciplinary team.</i></p> <p><i>CLO. 8 Have professional responsibility and ethics</i></p> <p><i>CLO. 9 Able to motivate yourself to think creatively and learn throughout your life</i></p>	
Content	<p><i>The Statistics Consulting course is intended to prepare graduates of statistics. FMKSD-ITS has statistical analysis maturity that is capable of acting as a data driven statistics consultant who is able to help solve client problems. The learning process of this course is designed so that students can gain experience solving problems by presenting practical problems in the classroom both from resource persons and from crucial cases at that time, presenting the results of their studies, both oral and written, to lecturers and clients. Discussions and arguments over several kinds of alternative solutions to a problem are carried out intensively to increase the maturity of students' statistical methodology mastery.</i></p>	
Study and examination requirements and forms of examination	<ul style="list-style-type: none"> • In-class exercises • Assignment 1, 2, 3 • Mid-term examination • Final examination 	
Media employed	LCD, whiteboard, websites (myITS Classroom), zoom.	
Reading list	-	




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Bahan Kajian <i>Study Materials</i>	<p>Dasar Sains, Teori Statistika, Pengumpulan Data, Deskripsi dan Eksplorasi, Komputasi dan Data Processing, Pemodelan, Industri dan Bisnis, Pemerintahan dan Kependudukan, Ekonomi dan Manajemen, Kesehatan dan Lingkungan, Sosial Humaniora</p> <p><i>Basic Science, Statistical Theory, Data Collection, Description and Exploration, Computing and Data Processing, Modeling, Industry and Business, Government and Population, Economics and Management, Health and Environment, Social Humanities</i></p>
CPL yang dibebankan MK <i>PLO</i>	<p>CPL-3 Mampu menganalisis data dengan metode statistika yang tepat dan mengintepretasikannya</p> <p>CPL-4 Mampu mengidentifikasi,memformulasi, dan menyelesaikan masalah statistika di berbagai bidang terapan</p> <p>CPL-6 Memiliki pengetahuan tentang isu terkini dan mendatang yang berkaitan dengan bidang statistika dan sains data</p> <p>CPL-7 Mampu berkomunikasi secara efektif dan bekerjasama dalam tim yang interdisiplin dan multidisiplin</p> <p>CPL-8 Memiliki tanggung jawab dan etika profesi</p> <p><i>PLO-3 Able to analyze data with appropriate statistical methods and interpret it</i></p> <p><i>PLO-4 Able to identify, formulate, and solve statistical problems in various applied fields</i></p> <p><i>PLO-6 Have knowledge of current and future issues related to the field statistics and data science</i></p> <p><i>PLO-7 Able to communicate effectively and work together in interdisciplinary and multidisciplinary teams</i></p> <p><i>PLO-8 Have professional responsibility and ethics</i></p> <p><i>PLO-9 Able to motivate oneself to think creatively and learn lifelong</i></p>
CP-MK <i>CLO</i>	<p>CPMK.1 Dapat menjelaskan pentingnya ketrampilan komunikasi bagi konsultan statistic</p> <p>CPMK.2 Mampu merumuskan persoalan mentransformasi menjadi persoalan statistik, merancang dan melaksanakan pengumpulan data dengan metodologi yang benar, memilih dan menerapkan metode analisis yang sesuai, serta mengkomunikasikan hasil penyelesaian persoalan klien secara efektif baik klien, melalui lisan dan tertulis</p> <p>CPMK.3 Mampu memilih dan mempraktekkan gaya komunikasi untuk memastikan aliran informasi yang akurat antara klien dan konsultan statistik</p> <p>CPMK.4 Mampu mengidentifikasi, memformulasi, dan menyelesaikan masalah statistika menggunakan teknik dalam Statistical Consulting</p> <p>CPMK-5 Mampu menggunakan teknik komputasi dan perangkat komputer modern yang diperlukan dalam Statistical Consulting</p> <p>CPMK-6 Memiliki pengetahuan tentang isu terkini dan mendatang yang berkaitan dengan bidang Statistical Consulting</p> <p>CPMK-7 Mampu berkomunikasi secara efektif dan bekerjasama dalam tim yang interdisiplin dan multidisiplin</p> <p>CPMK-8 Memiliki tanggung jawab dan etika profesi</p> <p>CPMK-9 Mampu memotivasi diri untuk berpikir kreatif dan belajar sepanjang hayat</p>


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Pertemuan <i>Meeting</i>	Kemampuan Akhir Sub CP-MK <i>Final Ability</i>	Keluasan (materi pembelajaran) <i>Extent (learning material)</i>	Metode Pembelajaran <i>Learning methods</i>	Estimasi Waktu <i>Duration</i>	Bentuk Evaluasi <i>Evaluation Type</i>	Kriteria dan Indikator Penilaian <i>Assessment Criteria and Indicators</i>	Bobot Penilaian <i>Scoring</i>
1	Mampu menjelaskan pentingnya ketrampilan komunikasi bagi konsultan statistic	Ketrampilan komunikasi lisan dan tulis yang terstruktur	Ceramah Interaktif, dan Diskusi	150 menit	Tugas, Obseransi kelas, Presentasi, Diskusi, dan Praktek	<ol style="list-style-type: none"> Mampu menjelaskan mengapa konsultan statistik harus memiliki ketrampilan komunikasi yang baik Mampu menjelaskan ketrampilan komunikasi statistika seperti apa yang diperlukan untuk konsultasi statistik yang efektif Mampu menjelaskan bagaimana konsultan 	5%/5%

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1	<i>Being able to explain the importance of communication skills for statistical consultant</i>	<i>oral and written communication skills are structured</i>	<i>Interactive Lectures, and Discussion</i>	<i>150 minutes</i>	<i>Assignments, Class Observations, Presentations, Discussions, and Practices</i>	statistik memperbaiki ketrampilan komunikasinya 1. <i>Be able to explain why a statistical consultant must have good</i> 2. <i>communication skills are required for effective statistical consultation</i> 4. <i>Be able to explain what statistical communication skills Be able to explain how statistical consultants improve their communication skills</i>	<i>5% / 5%</i>
2-3	Mampu mengidentifikasi Konsultan statistik yang Ideal sehingga kliennya bisa terpuaskan dengan layanannya	Ciri-ciri konsultan Statistik ideal	Ceramah Interaktif, Diskusi, praktik konsultansi	300 menit	Tugas, Obseravasi kelas, Presentasi, Diskusi, dan praktik konsultansi	1. Mampu menjelaskan Sudut pandang statistisi, 2. Mampu menjelaskan berbagai moda kecerdasan 3. Mampu menjelaskan sudut pandang klien 4. Mampu menjelaskan bagaimana menyelaraskan harapan klien	<i>5%/10%</i>
2-3	<i>Able to identify the ideal statistical consultant so that his clients can be satisfied with his services</i>	<i>Characteristics of ideal statistical consultants</i>	<i>Interactive lectures, discussions,</i>	<i>300 minutes</i>	<i>assignments, class observations, presentations,</i>	1. <i>Able to explain statistical point of view,</i> 2. <i>Able to explain various modes of intelligence</i>	<i>5% / 10%</i>

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			<i>consulting practice</i>		<i>discussions, and consulting practice</i>	<ul style="list-style-type: none"> 3. <i>Able to explain client's point of view</i> 5. <i>Able to explain how to align client's expectations</i> 	
4	Mampu melakukan komunikasi non verbal dengan baik	Komunikasi Non Verbal	Ceramah Interaktif, Diskusi, praktik konsultasi	150 menit	Tugas, Obseravsi kelas, Presentasi, Diskusi, dan praktik konsultasi	<ul style="list-style-type: none"> 1. Mampu menjelaskan peran komunikasi Non-Verbal pada kesan pertama yang ditangkap oleh klien 2. Mampu menjelaskan peran komunikasi Non-Verbal pada efektivitas rapat 3. Mampu menjelaskan bagaimana membuat kesan pertama yang mengesankan 4. Mampu menafsirkan komunikasi Non-Verbal dalam kelompok 	10%/20%
4	<i>Able to do non verbal well</i>	<i>communication Non Verbal Communication</i>	<i>Interactive Lecture, Discussion, Consultancy practice</i>	<i>150 minutes</i>	<i>Task, Classroom observations, presentations, discussions, and consulting practice</i>	<ul style="list-style-type: none"> 1. <i>Able to explain the role of Non-Verbal communication on first impressions captured by clients</i> 2. <i>Able to explain the role of Non-Verbal communication on meeting effectiveness</i> 3. <i>Able to explain how to make a memorable first impression</i> 	10% / 20%

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						5. <i>Be able to interpret Non-Verbal communication in group</i>	
5	Mampu melakukan dialog dengan klien untuk mengumpulkan informasi secara baik	Komunikasi Client driven	Ceramah Interaktif, Diskusi, praktik konsultasi	150 menit	Tugas, Observasi kelas, Presentasi, Diskusi, dan praktik konsultasi	<ol style="list-style-type: none"> 1. Mampu menyusun tujuan dan agenda rapat dan negosiasi berdasar kebutuhan dan keterbatasan (waktu dan pengetahuan) klien 2. Mampu menyusun daftar question-answer untuk menggali informasi klien dengan baik 3. Mampu memimpin rapat dengan efektif 	5%/25%
5	<i>Able to conduct dialogue with clients to gather good information</i>	<i>Client driven communication</i>	<i>Interactive lectures, discussions, consulting practice</i>	<i>150 minutes</i>	<i>Assignments, class observations, presentations, discussions, and consulting practices</i>	<ol style="list-style-type: none"> 1. <i>Able to set objectives and agenda for meetings and based negotiations to Buthan and client limitations (time and knowledge)</i> 2. <i>Able to compile a question-answer list to get client information well</i> 4. <i>Able to lead meetings effectively</i> 	5% / 25%


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6	Mampu melakukan negosiasi yang memuaskan kedua belah pihak	Bekerja dengan keterbatasan (budget dan time-line)	Ceramah Interaktif, Diskusi, praktik konsultasi	150 menit	Tugas, Obseravasi kelas, Presentasi, Diskusi, dan praktik konsultasi	<ul style="list-style-type: none"> - Mampu menghitung keterbatasan budget maupun waktu penyelesaian masalah klien - Mampu menegosiasikan beban konsultasi statistik berdasarkan pada keterbatasan budget dan waktu 	5%/30%
6	<i>Able to conduct negotiations satisfying both parties</i>	<i>Work with limitations (budget and time-line)</i>	<i>Interactive Lecture, Discussions, consulting practice</i>	<i>150 minutes</i>	<i>Assignments, class observations, presentations, discussions, and consulting practice</i>	<ul style="list-style-type: none"> - <i>Able to calculate budget constraints and client problem solving time</i> - <i>Able to negotiate the burden of statistical consulting based on budget and time constraints</i> 	<i>5% / 30%</i>
7	Mampu mengambil keputusan yang tepat berdasarkan analisis informasi dan data, serta mampu mengkomunikasikan hasil analisis statistika baik secara tertulis maupun lisan	Ukuran perbandingan kebaikan model	Ceramah Interaktif, Diskusi, praktik konsultasi	150 menit	Tugas, Obseravasi kelas, Presentasi, Diskusi, dan praktik konsultasi	<ol style="list-style-type: none"> 1. Mampu menerapkan berbagai metode pemilihan model 2. Mampu memilih cara pelaporan pemilihan model terbaik dengan terstruktur 	10%/40%


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7	<i>Able to make decisions appropriate based on information and data analysis, and able to communicate the results of statistical analysis both in writing and orally.</i>	<i>Comparative measure of the goodness of the model</i>	<i>Interactive Lecture, Discussion, consultancy practice</i>	<i>150 minutes</i>	<i>Assignments, class observations, presentations, discussions, and consulting practice</i>	<ol style="list-style-type: none"> <i>Able to apply various model selection methods</i> <i>Being able to choose a way reporting on choosing the best model with structured</i> 	<i>10% / 40%</i>
8	ETS/MID TERM EXAMINATION						
9-11	Dapat mengembangkan gagasan pemecahan masalah dengan analisis statistika	<ul style="list-style-type: none"> - Data driven statistics - Metode kualitatif/ kuantitatif - Link function 	Diskusi, Praktik analisis pemecahan masalah	450 menit	Tugas, Observasi kelas, Presentasi, Diskusi, dan Praktek sebagai konsultan statistik	<ol style="list-style-type: none"> Mampu mengidentifikasi data klien untuk modeling Mampu memodelkan data dengan respon diskrit/kontinu dan normal/non-normal 	10%/50%
9-11	<i>Can develop problem solving ideas with statistical analysis</i>	<ul style="list-style-type: none"> - <i>Data driven statistics</i> - <i>Qualitative / quantitative methods</i> - <i>Link function</i> - 	<i>Discussion analysis problem solving</i>	<i>450 minutes</i>	<i>, practical Assignment, classroom observations, presentations, discussions, and Practice as a statistical consultant</i>	<ol style="list-style-type: none"> <i>Able to identify client data for modeling</i> <i>Able to model data with discrete / continuous and normal / non-normal responses</i> 	<i>10% / 50%</i>



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12-13	Mampu memberikan petunjuk dalam memilih berbagai alternatif solusi secara mandiri dan kelompok	<ul style="list-style-type: none"> - Penciptaan inovasi alternatif pemecahan masalah secara mandiri - Praktek konsultan statistik bekerja secara tim 	Laporan: draft dan praktik konsultasi	300 menit	Tugas, Presentasi, Diskusi, dan Praktek sebagai konsultan statistik	<ol style="list-style-type: none"> 1. Dapat melakukan analisis statistika untuk menyelesaikan persoalan klien yang paling efisien 2. Mampu mempraktekkan cara layanan konsultasi statistik melalui presentasi hasil analisis statistika secara tim 	25%/75%
12-13	<i>Able to provide guidance in choosing various alternative solutions independently and in groups</i>	<ul style="list-style-type: none"> - <i>Creation of alternative problem solving innovations independently</i> - <i>Practice of statistical consultants working as a team</i> 	<i>Reports: drafts and consulting practice</i>	<i>300 minutes</i>	<i>Assignments, Presentations, Discussions, and Practices as a statistical consultant</i>	<ol style="list-style-type: none"> 1. <i>Can perform statistical analysis to solve client problems most efficiently</i> 3. <i>Able to practice statistical consulting services through the presentation of statistical analysis results ka as a team</i> 	<i>25% / 75%</i>
14-15	Mampu mengkomunikasikan hasil pemecahan masalah dengan metode statistika baik secara tertulis maupun lisan	Pelaporan hasil Praktek konsultan statistik	Laporan: hasil praktek konsultan	300 menit	Tugas, Presentasi, Diskusi, dan Praktek sebagai konsultan statistik	<ol style="list-style-type: none"> 1. Mampu membuat laporan tertulis yang terstruktur atas hasil analisis dan konsultasi statistika 2. Mampu melakukan presentasi yang terstruktur atas hasil analisis dan konsultasi statistika 	25%/100%
14-15	<i>Able to communicate the results of solving problems using</i>	<i>Reporting on the results of practice of statistical consultants</i>	<i>Reports: results of consultant practice</i>	<i>300 minutes</i>	<i>Assignments, presentations,</i>	<ol style="list-style-type: none"> 1. <i>Able to make reports written structured on the</i> 	<i>25% / 100%</i>

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	<i>statistical methods both in writing and orally</i>				<i>discussions, and practices as statistical consultants</i>	<i>results of statistical analysis and consultation</i> 3. <i>Able to make structured presentations on the results of statistical analysis and consultation</i>	
16	EAS/FINAL EXAMINATION						