EPA NEW ENGLAND

OFFICE OF HUMAN RESOURCES

**Organizational Planning and Employee Development**

**Employee Sponsored Course**

**Information Sheet**

Today’s date:\_\_\_March 30, 2016

Person arranging course:\_\_Erik Beck\_\_\_\_\_\_\_\_\_\_\_ Manager who authorized course:\_Johanna Hunter

Person arranging course is: \_\_\_\_X\_EPA employee \_\_\_\_\_Contractor

Telephone number:\_\_\_\_617-918-1606\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **COURSE INFORMATION**  Official course name:\_\_\_EPA, R, and You: An Intro\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternate title (max. 12 characters):\_\_\_\_\_\_R4U\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (This title will be used on actual calendar seen by employees)  Start date:\_\_5/3/2016\_\_\_\_\_\_\_\_\_ End date:\_\_\_5/3/2016\_\_\_\_\_\_\_  Start time:\_\_\_9AM\_\_\_\_\_\_\_\_ End time:\_\_\_\_Noon\_\_\_\_\_\_\_\_  Recommended Registration Closing Date:\_\_April 25\_\_\_\_\_\_\_\_\_\_  Length of course:\_\_\_3\_\_\_\_\_\_\_\_ (4 hours or more requires manager approval)  Instructor/Speaker name:\_\_\_\_\_Jeff Hollister, Ph.D.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Room location:\_\_\_\_IC Training Room, 2nd floor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Room reserved under the name:\_\_Erik Beck\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cost:\_\_\_\_$Zero.Zilch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Training Form Completed? \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_No \_\_\_\_\_\_\_\_\_N/A  (Include Accounting Data)  Attach a copy of the course description.  (To be used in START System) |

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| **AUDIENCE INFORMATION**  Maximum class size:\_\_\_\_\_\_\_\_\_16\_\_\_\_\_\_\_\_\_  Target audience:\_\_\_\_\_EPA Employees (and EPA Contractors) in Boston and Chelmsford who are interested in a primer in the free, powerful, emerging EPA standard R statistical package  \_\_\_\_\_ EPA employees \_\_\_\_\_\_Non EPA participants \_\_\_X\_\_\_combination of EPA employees and Non EPA  employees  (check as appropriate) {Mostly EPA Employees, but maybe 1-2 on-site contactors will show interest}  If Non EPA participants will attend, what is the expected # of attendees?\_\_\_\_\_\_1 to 2\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Information Sheet Cont’d**

**COURSE DESCRIPTION: (THIS NARRATIVE WILL BE USED IN THE ANNOUNCEMENT)**

**Limit to one paragraph**

**Beside heavy use outside of EPA, R, the free and open source statistical program, is an emerging standard within the Agency for statistical computing and analysis. This is driven by a pair of factors: 1) It is very powerful; 2) It is free, which is something the Agency can still afford. This three hour class will provide attendees with an understanding of what R is, what it does, and some basics of how to use it and arrange for installation on EPA computers. This class is targeted at those new to R or beginning with R. If sufficient interest warrants additional classes, other skill levels may be offered as well.**

**INSTRUCTOR’S BIO (if available):**

***Responsibilities of the person arranging course:***

*Reserving rooms and providing any necessary equipment.*

*Obtaining/copying handout materials.*

*Greeting instructor(s).*

*Greeting external participants.*

*Questions may be directed to Robyn McCarville at x1182.*