

STA2023 Online SYLLABUS FA15

Section 861

Welcome! It is my pleasure to help you navigate this Stats course and to facilitate your learning. I want you to be successful. To ensure your success, the following expectations are utilized in this course.

What you, the Student, can expect from me, your Professor:

1. Organized and ready to teach every class.
2. Clearly stated learning objectives.
3. Assistance learning technology.
4. Clear communication.
5. 24 hour response time to emails and MML questions (M-F) and up to 48 hours on weekends.
6. Outlines, Reviews, and Practice Tests to help you prepare for Tests.

What I, the Professor, expects from you, the Student:

1. Develop a study plan and strategy and execute the plan.
2. Complete the assigned work in advance of due dates rather than the night of the due date. Late work, if accepted, will be subject to a penalty.
3. Allow 24-48 hours for a response to your electronically sent questions.
4. Be positive! Try your best! Open your mental framework to a different type of mathematics (applied).
5. Be prepared to work with other students, informally and asynchronously.
6. Report discrepancies in grading within 10 days of grade being posted rather than at the end of the semester. You must provide documentation of such an issue; the burden of proof is on you. It is not possible for me to adjust grades beyond this time frame!

Students who miss more than 3 Participation assignments (detailed below) may be referred to an Academic counselor using the SPC Early Alert system. You are encouraged to communicate with me directly and promptly should any concerns arise for you. Additional course policies follow below in detail. You are responsible for all the syllabus information. This applies to late adding students as well.

INSTRUCTOR:

Name: Jacqueline Copeland, Assistant Professor

Contact Information: copeland.jacqueline@spcollege.edu

Office Hours See Webpage Link Office Location: SA 339 Gibbs

Instructor Web Page: <http://www.spcollege.edu/instructors/id/Copeland.Jacqueline>

Mycourses course mail is the preferred method of communication.

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The Instructor reserves the right to change dates or policies should the need arise.

MATHEMATICS DEPARTMENT:

Dean: Jimmy Chang

Office Location: SA 215

Office Number: (727) 341-4305

Academic Chair: David Kolonski

Office Location: SP/Gibbs

Office Number: Social Arts 215

ECampus Web Page Link <http://www.spcollege.edu/ecampus/>

COURSE INFORMATION:

Course Description: STA 2023 Elementary Statistics. Prerequisite: MAT 1033 with a grade of “C” or better (recommend MAT 1033, with a grade of “C” or better taken within the last two years), or appropriate score on the SPC mathematics placement test. This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression, correlation, and nonparametric statistics. Credit is not also given for STA 2023H. 47 contact hours.

Major Learning Outcomes:

1. The student will understand the methods for collecting, organizing and describing sets of data.
2. The student will understand how probability is used to make statistical inferences.
3. The student will be familiar with the fundamental concepts of random variables as they apply to statistical inferences.
4. The student will understand how sampling distributions are used in making statistical inferences.
5. The student will be familiar with the fundamental concepts of statistical inference as they apply to problems found in other disciplines.
6. The student will understand the basic principles of simple linear regression and correlation and their applications to practical problems in today's society.
7. The student will understand and apply the basic principles of nonparametric tests (distribution free tests).

Other Critical Course Expectations

Students are required to obtain MyStatLab Access **by the end of the first week of class (14 day temporary free access is available for students awaiting funding-starting with the first day of class)**. A TI-83/84 graphing calculator is *required*. Calculator apps (for the pc or mobile device) are *NOT* permitted on Exams. Word, PowerPoint and Excel or the MAC analogous programs may be employed. Informal collaborative work is **required** as part of your grade. There are weekly “Participation” requirements (detailed below). **A midterm and final are required components of the course. Online students MUST take the exam in a proctored setting. Specific information regarding how to schedule this service on Campus or through ProctorU is provided in the course content.**

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

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Required E-Text: Larson Elementary Stats 6e MyStatlab code standalone: 9780321694645 (approximately \$120 in the bookstore or approximately \$95.20 direct from Pearson online)

Calculator: A TI 83 or 84 graphing calculator is **required**. **Phone and pc apps are NOT permitted on Exams.** Students are responsible for providing their own calculator.
Software: Excel, Word, and Powerpoint are used in the course. MAC users are generally successful with the MAC word processing and spreadsheet software. **Students may obtain a temporary access (14 days from the first day of class) of MyStatLab by registering. They are expected to do this to meet due dates in the event that bookstore orders or financial aid is delayed.**

IMPORTANT DATES:

Course Dates: August 17, 2015- December 11, 2015

Final Exam Week: December 7-10, 2015

Last Day to Drop and Receive Refund: August 21, 2015

Major holidays: Labor Day Sept 7; All College Day Oct 20; Vet's Day Nov 11;

Thanksgiving Break Nov 25-29

Last Day to Withdraw and receive a letter grade of "W": **October 22, 2015 (60% point)**

Financial Aid: <http://www.spcollege.edu/getfunds/>

DISCIPLINE SPECIFIC INFORMATION:

Cheating and plagiarism are not permitted and will result in disciplinary actions.

ACADEMIC HONESTY

It is your responsibility to be familiar with St. Petersburg College's Academic Honesty policies and the consequences of violations. There is no tolerance for any form of academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of "F" and the possibility of expulsion from the college. Note that copying/pasting published information without citing your sources, whether the information is from your textbook or the Internet is plagiarism and violates this policy. Even if you slightly change the words from an outside source, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit <http://www.copyright.gov>.

ATTENDANCE POLICY:

The college-wide attendance policy is included in the Syllabus Addendum <http://www.spcollege.edu/central/asa/addendum.htm> . The policy notes that each instructor is to exercise professional judgment and define "active participation" in class and publish that definition in each syllabus. **For this class, active participation**

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is defined as completing the twice weekly “Participation” online asynchronous discussion board posts. The first post is completed anytime in the window between Fridays but by Monday nights by 11:55pm (the assignments are set to shut off at midnight so plan for 11:55pm). The second post is completed between a window of time between Tuesday and Thursday night by 11:55pm. These Participation posts are used as Attendance in the online modality, which is used for State and Federal auditing purposes. Thus, EARLY /AND LATE POSTS ARE NOT PERMITTED. Specific details on what to post will be provided to you each week. Each post counts as one grade. During exam weeks, your participation means taking your exam. Participation points are given and are part of your course grade.

Early Alert Gateway Course

It is the policy of this instructor, as mandated by St. Petersburg College, to administer an Early Alert Policy. St. Petersburg College seeks to maximize student success by utilizing Early Alerts for students whose progress is unsatisfactory so that intervention may occur to help the students be successful.

The Early Alert Policy, for this course, is as follows:

1. A student who misses more than three “Participation” marks as defined above may have their name referred to an Early Alert Advisor.
2. A student whose overall course grade falls below a 70% (as evidenced by exam scores, homework, and quiz scores, or participation scores) may have their name referred to an Early Alert Advisor.

Referrals will be sent each time either indicator occurs.

Early Alerts are not punitive; rather they act as a safety net for the college to catch a student before they fall to far from a successful finish. If you miss class or discussion posts (in the online section), please get into touch with me.

An instructor cannot assign a grade of “W”. The last date that a student may withdraw is **October 22, 2015**. You may withdraw yourself with a “W” on or before **October 22, 2015**. If you have not been attending class as defined above in the Attendance Policy, you will be marked as not in attendance you’re your grade will show as a “WF”. To earn an F, you must be actively participating in class, meeting all due dates, and have a grade below 60%.

GRADING:

Participation Participation Assignments **20%** (drop the lowest **three**)
Homework (MyStatLab) **20%** (average scores, drop the lowest **two**)
Quizzes (MyStatLab) **20%** (average scores, drop the lowest **one**)
Two Exams 40% (20% each) NO Make-up Exams and NO Dropped Grades.
Your Grades may be viewed at any time using your MyStatLab and/or MyCourses Gradebook. Grades are synchronized from MyStatLab to MyCourses on a regular basis. However, MyStatLab will show you “real time” homework and quiz scores.

Students who desire a passing grade (C or higher) should plan to spend about 12-15 hours a week on the course.

FINAL AVERAGE	FINAL GRADE
90-100%	A

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80-89%	B
70-79%	C
60-69%	D*
0-59%	F

In regard to final grades, if your score is a few percentage points shy of the next highest grade...I AM UNABLE TO ROUND UP SO PLEASE DO NOT ASK. For example, if you earn an 89%, that means you were 1% short of 90%. **It is not simply a one point round up, but rather, a one percent roundup.** In our course, where there is potentially 1000 earnable points, 1% of 1000 is 10 points which represents an entire letter grade on an exam. It is unethical for me to round up that much and unfair to others who earned the points. I can't change an earned grade based on a students' perception. It has to be based on computation.

Borderline Grade Policy Borderline grades are 59.5-59.9%; 69.5-69.9%; 79.5-79.9%; and 85.5-89.9%. Borderline grades get rounded up at the end based on participation (attendance). If you have perfect attendance, you get the higher grade.

No Late Policy **This course follows a strict NO Late and no Make-up policy!** You must plan ahead and manage your time. This includes connectivity or internet access issues on your end. Late work is not granted for issues within your control. If there are system issues with MyStatLab or MyCourses, I am notified and will adjust dates accordingly, if appropriate. **You may select to complete your homework late but please be advised that there is a 10% per day late penalty. Only Homework can be submitted with a late penalty. This policy does not apply to quizzes, participation, or Exams.**

Participation (Discussion Board Posts)

Students will be assessed on what they have learned in the lecture. These sessions are an attempt to validate your comprehension. They help you communicate mathematically and raise your skills before tests. NO MAKE UPS! For most students, these will make the difference between two letter grades in the course. These points will include topics such as responding to questions, worked group problems, mini-quizzes, written work, or other items designated by the instructor. Online students will respond to twice weekly discussion board posts during a specific window of time (see details above- missing a window means missing a post). Grading will be 0 (missed class) to 5 (Excellent). The lowest **THREE** Participation scores will be dropped at the end of the semester. **NO LATES, NO MAKEUPS.**

Homework

You are assigned homework which you will complete using your MyMathLab course access. You are given seven or more days to complete homework and may work each homework problem as many times as you wish up until the due date. Don't wait until the last minute! If you wait and experience connectivity or other issues, YOU are still responsible for the due date! Students who submit homework LATE will be given a 10% per day deduction. The lowest **TWO** homework scores will be dropped. Incomplete assignments are managed after the last due date which means your overall average will decrease significantly if you have missed homework assignments. Due dates are posted on the first day of class. Plan ahead! Allow at least 24 hours for responses to emails. Rounding is considered after the Final exam for those who have excellent attendance (no misses).

Quizzes

Quizzes are designed to be practice tests but more extensive and thorough. **You are permitted two attempts at each quiz with the best score counted.** The attempts include any connectivity

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issues you may encounter. The quizzes are untimed and you are permitted to review your work between your first and second attempt. No late nor makeup quizzes are permitted, not even for a penalty. The lowest **ONE** quiz grade is dropped. If you wait and experience connectivity or other issues, you are still responsible for the due date! Incomplete assignments are managed after the last due date which means your overall average will decrease significantly if you have missed quiz assignments. Due dates are posted for all quizzes on the first day of class. Plan ahead! Rounding is considered after the Final for those who have excellent attendance (no misses).

Exams

There are two **REQUIRED ON CAMPUS PROCTORED** exams. Each exam is worth 20% of your grade so you **MUST** study the review materials provided for you if you desire to do well. On-campus reservations must be made during the Midterm and Final Exam weeks for your Proctored Exam. You may also use ProctorU if you are out of the local area. **NO LATES, NO MAKEUPS, NO EXCEPTIONS**

All electronic work is due by 11:55 p.m. on the designated date indicated including loss of connectivity. Don't wait until the last minute! If you do and experience connectivity issues, you are still responsible for the due date.

Additional Items

MyStatLab:

This class is enriched by a software program called MyStatLab (MSL), which is a multimedia interactive curriculum. We live in the millennium, a time of unprecedented technological expansion. Digital literacy is critically important for you as you prepare to enter the professional world. Some students who are new to this medium will experience increased anxiety the first few weeks. However, it has been my experience after teaching online Stats with this tool for about 10 years that you will come to value this program. It allows you 24/7 access, Help You Solve, and essential tools. It is there when YOU are ready to work. You don't have to wait until you have access to me. *Students may obtain a temporary access (14 days from the first day of class) of MyStatLab by registering. They are expected to do this to meet due dates in the event that bookstore orders or financial aid is delayed. If you use this option, you must use the same login when you purchase the full access OR RISK LOSING GRADES YOU HAVE EARNED WHILE IN TEMPORARY ACCESS.*

Internet Usage and Electronic Devices:

For students utilizing the internet on campus, you are limited to class-related resources only. Students using computers and the internet on campus may be subject to electronic monitoring. Inappropriate use will result in disciplinary action.

Calculator: A TI 83 or 84 graphing calculator is **required**. For this course, a TI Inspire or scientific calculator are permitted; however, TI-89 is **NOT PERMITTED**. **Phone and pc apps are NOT permitted on Exams.** Students are responsible for providing their own calculator. **Software:** Excel, Word, and PowerPoint may be used in the course. MAC users are generally successful with the MAC word processing and spreadsheet software.

Tutoring: Tutoring in math, reading, and writing is available free of charge in the Learning Support Commons. Please visit the web page at <http://www.spcollege.edu/tutoring/> for more information.

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“MyCourses” (Desire2Learn-D2L): St. Pete’s College employs the MyCourses learning management system. It is a 21st century version of our college classroom. Student tutorials are available to help you. We utilize this tool in our class. In order to better serve our faculty and students we are asking that both the instructor and student use the logoff button when finished with the D2L session. By logging off, server space is freed, and therefore, optimizing the system. In addition, logging off will more accurately record students’ time involved in the course.

Technical Support:

<http://www.spcollege.edu/ecampus/help/conduct.htm>

Online Student, Faculty and Staff Expectations and Performance Targets

<http://www.spcollege.edu/ecampus/help/expectations.htm>

RESOURCES

Resources to Help you be Successful in the Course

In my class I use MyCourses extensively for grades, attendance, email communication and announcements. You are expected monitor your MyCourses course mail and announcements **at least** twice per week or have it forwarded to your personal email address. **You should turn on notifications so you are alerted when grades and announcements are posted.**

- You might want to double check to make sure that the email SPC has on record is your active email address under your profile.
- Having difficulty with MyCourses, this link can help you resolve any problem.
<http://www.spcollege.edu/helpdesk/>
- You may also phone the SPC Student Technical Call Center at 727 341-4357 or email at Onlinehelp@spcollege.edu.

MyStatLab Support: (800)677-6337 or <http://247pearsoned.custhelp.com/>

You may obtain support using the link

<http://pearsonmylabandmastering.com/students/support/>

There is a searchable database, online live chat, and email for support.

Delays Due to Technology

In the unlikely event that you experience a technical delay beyond your ability to control, **you must initiate a Help Ticket and provide this documentation to me BEFORE the due date for possible consideration for an extended due date.** Each case is investigated and evaluated on a case by case basis <http://www.mymathlab.com/student-support>. **If you do not initiate a customer support ticket and document it for me, no consideration is given.** If MyCourses or MyStatLab experience system issues, I am notified and will adjust due dates, if appropriate.

SPC has HELP: The web site www.spcollege.edu/gethelp

The college contains a wealth of information to help you as a student.

- Free tutoring in the Learning Commons <http://www.spcollege.edu/tutoring/>
- 24/7 Ask Your Professor in MyMathLab; Ebook Videos; Help Me Solve; Show Me an Example
- 24/7 Purple Math and Kahn Academy videos and tutorials
- Community resources
- Opportunities to get involved on campus

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- Key resources (Calendar, Bookstores, Career Development, and Financial Assistance, to name only a few)

- Your faculty members

- Veterans Organizations, Student Support Organizations

Library: Students may access the services on the online library at this website:

<http://www.spcollege.edu/central/libonline/>

Disability Resources: <http://www.spcollege.edu/central/ossd/index.htm>

Note: All OSSD students must provide appropriate documentation if they need special arrangements for testing. Disability Resources: Students who have accommodations are expected to schedule their tests well in advance of the actual test dates because the Testing Center fills up quickly during certain times of the semester. Only officially documented accommodations are honored.

<http://www.spcollege.edu/central/ossd/index.htm>

Course Communication Policy

Please allow up to 24 hours response to emails, Monday-Friday and up to 48 hours Sat-Sun. I do not respond on Sundays. If you send a question the night before a test or assignment is due date, it is HIGHLY unlikely I will receive the email before the due date passes. Plan ahead!

Grades cannot be discussed via personal email (Hotmail or Gmail) phone because of FERPA guidelines. Instead, you will have 24/7 access to your Grades and Attendance logs via MyStatLab and MyCourses. You may also email me through MyCourses email.

You must earn your grade! It is not ethical for you to ask me for a grade based on anything other than course performance as measured by the assignments detailed in the preceding discussion. Grades are based on mathematical evidence rather than your perceptions, opinions, beliefs, or necessarily efforts.

Inclement Weather and Class Cancellation Policy

For announcements concerning closings or delays, students should check an official college source: The SPC website <http://www.spcollege.edu/>

The college also shares announcements with the media. It's a good idea to check weather closing announcements on two or more stations to ensure accuracy!

If the college closes due to a natural disaster, our course will continue in an online format with me teaching you via MyCourses until the college can re-open.

If the cancellation occurs during a scheduled test or final exam, students should plan and prepare to take the test at the next scheduled meeting of the class. Watch for announcements posted on MyCourses for specific information should the need arise!

STUDENT SURVEY OF INSTRUCTION:

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

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