

## PRINCIPLES OF STATISTICS (STAT 2303) WEB SYLLABUS, Fall 2014

### IT IS YOUR RESPONSIBILITY TO READ AND FOLLOW THIS COURSE SYLLABUS

**SPECIAL NOTE:** Students taking this class should have good time management skills and be confident that they can complete all types of assignments on time. Time must be “budgeted” appropriately in a totally online course in order to stay current with the class and the material for the semester. You generally will have a discussion/“in-class” assignment tentatively due on Thursdays, a quiz due on Sundays, and a few “group” activities (“Mini” Projects) due on either Saturdays or Sundays. You will also have two take-home examinations during and two proctored examinations, a Midterm and a Final (see the tentative examination dates below). Please consider these days when determining if this course is a good fit for you this semester.

**Course Name:** Principles of Statistics (STAT 2303)

**Textbook:** Elementary Statistics, Mario Triola, 12<sup>th</sup> Ed.

**Software:** MyLabsPlus Student Access Kit

**Course Coordinator:** Dr. Elizabeth Keiffer, SCEN 225

**Email Address:** [ekeiffe@uark.edu](mailto:ekeiffe@uark.edu)

**Office Hours:**

*TBA* – Virtual and Official Face-to-Face Office Hours will be set soon.

These hours will post on Blackboard and will also be sent to your *University* Email.

Note: A description of ‘virtual’ office hours will be contained within the email.

**MRTC Master Syllabus:**

This document is located at <http://mrtc.uark.edu/7249.php>. It is your responsibility to read and follow the MRTC Master Syllabus and well as the Principles of Statistics Course Syllabus.

**Textbook and Software:**

Homework and exams will have components to be done on the computer, using the Pearson MyLabsPlus (MLP) software. The MLP software is **REQUIRED** for this class. The textbook is recommended, but not required, since an electronic version of the textbook is automatically included with the MLP software. You may purchase the University of Arkansas MLP access kit from a local bookstore or online when you access the MLP portion of your class.

More information regarding the MLP software can be found in the MRTC Master Syllabus.

*Additional Software:*

We will be using a variety of additional “software” items (see below) throughout the semester to assist with delivery of course content. You will be notified when and where to get assistance on using them when necessary.

**BLACKBOARD:**

- This course uses Blackboard (BB) as a supplemental tool.
- To access BB, go to <http://learn.uark.edu>. Log in with your UARK username (without the @uark.edu) and password. This course will be listed in your “My Courses” menu under the University of Arkansas tab.

- If you have difficulty with BB, you may contact the BB helpline at (479) 575-6804. Their hours are Mon – Fri 8:00am to 5:00pm, Mon – Thurs evenings 8:00pm to 10:00pm, and Sun 4:00pm to 11:00pm. You may also submit a help request online at <http://bbsupport.uark.edu/help>.

#### STATCRUNCH:

- This course uses StatCrunch as a supplemental tool.
- StatCrunch is accessible through your MLP course.
- Further information regarding StatCrunch will be provided throughout the semester as necessary.

#### **Announcements/Communication:**

You are expected to regularly check your UA email and the announcements in MLP for information relating to this class. Check the MLP Announcement Page and your university email account twice a day for important class information. Outages and other problems will also be reported via Twitter at @UarkMRTC. Not reading these announcements and thus not learning about the necessary information is not a valid excuse, even if it affects your grade.

#### **Course Setup:**

This is a web based course and it does not require classroom attendance. All content is delivered online: notes, discussion/"in-class" assignments, practice problems, quizzes, exams, "Mini" projects, and a comprehensive final project.

Since there will be limited face-to-face meetings with the instructor, it is your responsibility to stay on top of your course assignments, deadlines, and to contact your instructor immediately about any problems or concerns. My email address is [ekeiffe@uark.edu](mailto:ekeiffe@uark.edu). I will try to respond within 24 hours.

#### **Lecture Notes:**

Lecture notes will be available on BB under the Course Content tab. The notes will be labeled based on the material and/or date. These notes will post in reverse order so the first notes are at the bottom and the last notes for the course are at the top.

#### **Class Participation, Discussions, and Practice Problems:**

Class will not meet in a classroom. However, you are expected to participate in any assigned discussion/"in-class" activity. Your instructor may have various activities and discussions outside of class setting that would count toward your overall grade. If you miss a graded activity, it cannot be made up. In addition, if you must miss a class, it is **your** responsibility to check for any information that you may have missed including (but not limited to): announcements, due dates for course work, and information regarding anything that your instructor may have assigned.

Practice problems are done utilizing the MLP software on the computer. The software "grades" the online practice problems and posts your score in the MLP Gradebook. If you believe an error was made in the grading, please notify your instructor as soon as possible. You may work on the online practice problems by clicking on the HOMEWORK tab on the opening page of the MLP course. You may review your practice problems at any time during the semester by clicking on the GRADEBOOK tab.

**Quizzes:**

ONLINE QUIZZES: There will be timed online quizzes taken outside of class time.

2) You will have multiple Unit/Prerequisite Review quizzes per testing period. You are **required** to earn an 80% on **each and every** quiz before you take your exam.

**All** of the quizzes will be graded and will impact your overall grade. There are **no** make-ups for any missed quizzes.

**Exams:**

PROCTORED EXAMS: There will be two proctored exams during the semester. **Information on how exams will be proctored will be provided at a later date.** You will be allowed 85 minutes for each exam. This time includes an extra 15 minutes for any possible computer/internet problems that may occur. If the internet has a problem during your exam that is less than 15 minutes, you will not be given any additional time to complete the exam. If the problem lasts for more than 15 minutes, you will be instructed what to do. After submitting the test your test score will be displayed and you will be allowed to review the test by clicking on REVIEW TEST. While reviewing the test you will be able to see the correct answer and your answer. If you believe an error was made, please email your instructor. **You must show your university issued ID in order to take an exam.** These exams **may** also include a paper-based or take-home exam portion in addition to the online exam.

TAKE HOME EXAMS: There will be two take home exams during the semester. You will, generally, only be allowed one attempt on these exams. Pay close attention to the instructions on MLP and instructions from your individual section instructor. These exams **will** count for a large portion of your overall course grade.

**Remote Exam Procedures:**

This course is capable of having exams proctored using the online proctoring service B Virtual. If you require remote examinations, this service will allow you to test from a location more convenient for you. This means that you will need to schedule a time to take your exam online with the proctoring service. At the time specified you will be required to take your exam online under the supervision of a proctor. The proctor will verify your ID, supervise you through your webcam, and see your computer screen. Here are the steps you will need to complete to utilize this service:

[COMPLETE B Virtual INSTRUCTIONS \(LINK\)](#)

If the link above does not work, please type the following URL into your browser and proceed to the page for complete instructions regarding the remote examination service:

<http://tips.uark.edu/b-virtual-instructions-for-students/>

**TENTATIVE Exam Dates:**

Checkpoint Exam Due – Sunday, September 14

MIDTERM (PROCTORED) – Sunday, October 12; Monday, October 13; or Tuesday, October 14

Checkpoint Exam Due – Wednesday, November 5

FINAL EXAM (PROCTORED) – Sunday, November 23; Monday, November 24; or Tuesday, November 25

If changes are made to these dates, you will be notified on the MLP course homepage or via your university email. The hours of operation for the Testing Center are posted outside the Testing Center or found at <http://mrtc.uark.edu/7249.php>. Testing Center computers are available on a first come, first serve basis.

**“Mini” Projects:**

There will be two to four “Mini” Projects. Each project will be completed either individually or as a group at different time points during the semester. Guidelines will be provided by your instructor for each project.

**Final Project/Presentation:**

There will be a final project that will consist of both a report and a presentation. The material this project entails will be comprehensive. Guidelines will be provided by your instructor.

**Grading:**

Approximately 60% of your grade is determined by four exam scores, approximately 25% of your grade is determined by the three “Mini” Projects and the Final Project/Presentation, and the remaining percentage is determined by the different types of homework, discussions, and quizzes/in-class work.

The final grade is based on the following percentage scale:

A = 90 – 100%; B = 80 – 89%; C = 70 – 79%; D = 60 – 69%; F = 0 – 59%

**Netiquette:**

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see The Core Rules for Netiquette (<http://www.albion.com/netiquette/corerules.html>) by Virginia Shea.

We reserve the right to make changes to the syllabus. You will be notified of changes in class, on the MLP/Bb Announcement pages, and/or university email.