

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

### IT IS YOUR RESPONSIBILITY TO READ THIS 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 summer. You generally will have discussions/“in-class” assignments, homework assignments, and a few “group” activities (“Mini” Projects) due on either Saturdays or Sundays. You will also have two take-home examinations during the summer session due on weekdays. You will also take two proctored examinations, a Midterm and a Final, during the summer session (see the tentative examination dates below). Please consider these days when determining if this course is a good fit for you this summer.

**COURSE NAME:** Principles of Statistics (STAT 2303)

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

**SOFTWARE:** MyLabsPlus Student Access Kit

**COORDINATOR:** Samantha Robinson, SCEN 325

**EMAIL ADDRESS:** [sewrob@uark.edu](mailto:sewrob@uark.edu)

**OFFICE HOURS:**

*TBA* – Virtual and Official Face-to-Face Office Hours will be set by the end of the first week of classes. 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.

**TEXTBOOK AND SOFTWARE:**

Homework and exams will have components to be done on the computer, using the Pearson Math Software 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.

You are able to work on the course in the General Access Computer Labs and on the computers on the second floor of the Science and Engineering Building (SCEN). If you want to work on the course on any other computer, you will need to install the necessary programs by clicking on the SUPPORT tab on the opening page of the online course then clicking on MYMATHLAB BROWSER CHECK.

*\*More information regarding the MLP software is listed below.*

**ADDITIONAL MLP AND COURSE ACCESS INFORMATION:**

*Accessing your MRTC MATH Course with Single Sign On:*

- Generally, you will access your course through Blackboard (BB) by going to [learn.uark.edu](http://learn.uark.edu). Log in using your university email login and password. There will be an option (a button or link) that will directly sign you in to MLP and allow you to work on your homework, quizzes, or tests/exams.
- If there is ever a time when Blackboard is NOT working and you need “the back door access to MLP,” go to [uark.bb.mylabsplus](http://uark.bb.mylabsplus). Your login is your university email without the @uark.edu part. The first time you do this, you will click on “forgot password” and the directions for resetting your MLP password will be sent to your uark email.

### *Problems with Software:*

If you cannot access your MLP course:

- Check your browser- click on SUPPORT then MYMATHLAB BROWSER CHECK near the top of the page
- Delete your cookies
- Try a different browser
- Try a different computer- Firefox or Chrome are Recommended for this class
- Contact Pearson Tech Support by clicking on TECH SUPPORT link at the top of the page and select one of the means listed
- Call Pearson Helpline at 888-883-1299

### *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, homework, quizzes, exams, and “Mini” projects. However, ALL MAJOR EXAMS AND SOME QUIZZES WILL BE GIVEN IN THE MRTC TESTING CENTER, SCEN 203 (or one of the other designated Testing Labs). For information regarding *remote examination procedures* (for those taking this course from a distance), please see below under **Remote Exam Procedures**.

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 [sewrob@uark.edu](mailto:sewrob@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 HOMEWORK:**

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 the classroom setting that would count toward your overall grade. If you miss a graded activity, it cannot be made up. In addition, it is **your** responsibility to check for any missed course information including (but not limited to): announcements, due dates for course work, and information regarding anything that your instructor may have assigned.

Most homework assignments are done utilizing the MLP software on the computer. The software grades the online homework 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 portion of each homework assignment until it is due by clicking on the HOMEWORK tab on the opening page of the MLP course. You may review your homework at anytime during the semester by clicking on the GRADEBOOK tab. Homework (online or paper-based) will not be accepted late for credit.

In addition, homework completion will be a prerequisite to take your exam for each testing period. You will have **up to fifteen** attempts per question to score the minimum 90% on each homework assignment that is **required** for you to take your exam. If you are getting close to your maximum attempts on a question, please seek help from your instructor or one of the additional resources on campus (these are listed later in the syllabus).

#### **QUIZZES:**

ONLINE QUIZZES: There may be two possible types of timed online quizzes taken outside of class time.

- 1) You may have Take Home quizzes during the semester that must be taken outside of class. You will, generally, only be allowed one attempt on these quizzes. However, you may be provided with multiple attempts to take these quizzes. Pay close attention to the instructions on Blackboard. These quizzes **will** count for a large portion of your overall course grade.
- 2) You will have one Take Home Review quiz per testing period. This quiz is optional and **will not** count for a grade but should be completed to prepare for the examinations.

**All** of the quizzes (with the exception of the Take Home Review quizzes) will be graded and will impact your overall grade. There are **no** make-ups for any missed quizzes.

#### **EXAMS:**

There will be two exams (a Midterm and a cumulative Final) during the summer session.

**The online portion of each exam should be taken in the Testing Center (SCEN 203) on the scheduled day during Testing Center hours.** Please see the next page for remote examination procedures.

You will be allowed 90 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 in grading, please fill out a pink slip detailing why you missed the problem, demonstrate that you can correctly work the problem, and explain why you think you deserve credit back before you leave the Testing Center.

**You must show your university issued ID in order to take an exam.**

These exams **may** also include a take-home exam portion in addition to the online exam.

#### **REMOTE EXAM PROCEDURES:**

The structure of examinations will be exactly the same if you need to test remotely. You will be allowed 90 minutes for each exam. This time includes an extra 15 minutes for any possible computer/internet problems that may occur (as stated previously).

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/>

#### **MAKE-UP EXAM POLICY:**

You really do NOT want to miss an exam. However, if you must, email your instructor as soon as possible. Most make-up exams will be given at the end of the semester. There will be no partial credit or pink slips. Taking a make-up exam at the end of the semester will be more difficult than taking the regularly scheduled exam.

**TENTATIVE Proctored EXAM DATES:** Keep these dates in mind and plan accordingly.

Midterm – Tuesday June 24

Final – Friday August 01

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>. Testing Center computers are available on a first come, first serve basis.

**“Mini” PROJECTS:**

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

**COURSE ENTRY QUIZ:**

Before you can start any work on this course you must take the COURSE ENTRY QUIZ. This quiz MUST be taken after you have read the Official Syllabus and the Testing Center Guidelines. You must score 100% on this course entry quiz before you will be allowed to start any work in MLP for this course. The quiz is found by clicking on the navigational tab QUIZZES/TESTS and then clicking on COURSE ENTRY QUIZ. If you have questions about the quiz content, contact your instructor immediately.

**MLP Gradebook:**

The MLP Gradebook can take up to 12 hours to update your scores. Therefore you must have the required prerequisite homework completed at least 12 hours before you plan to take a quiz or test/exam. Grades in the MLP Gradebook are approximations of your actual grade. Official grades will be kept in the MLP Gradebook, NOT the Blackboard (BB) Gradebook.

**GRADING:**

Approximately 50% of your grade is determined by two proctored exam scores, approximately 30% of your grade is determined by two take-home quizzes, approximately 15% of your grade is determined by the two “Mini” Projects, and the remaining percentage is determined by the different types of homework, discussions, and 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%

**ADDITIONAL RESOURCES – On Campus:**

The MRTC labs, located on the second floor of the SCEN building, have computers and lab instructors and tutors available for your use. The hours of operation can be found at <http://mrtc.uark.edu> and are also posted outside the labs (SCEN 209, 211, or 212). The MRTC is usually open Sunday through Friday. The Enhanced Learning Center, located in Gregson Hall, provides both one-on-one and group tutoring.

**TESTING CENTER ACADEMIC POLICY:**

See Testing Center Guidelines. Guidelines can be found on <http://math.uark.edu> under “Math Courses”.

**TESTING CENTER CALCULATOR POLICY:**

For the quizzes/exams on the computer you may use either a scientific calculator (TI-30XIIS, provided by the Testing Center), graphing calculator (TI-83 or TI-84), or other statistical software provided to you. You should be familiar working with all of these technologies as the proctors cannot answer questions about the operation of the technologies during an exam.

**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.

**ACADEMIC HONESTY POLICY:**

“As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.”

“Each University of Arkansas student is required to be familiar with and abide by the University’s ‘Academic Integrity Policy’ which may be found at <http://provost.uark.edu/>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.”

**ACCOMMODATIONS:**

Under University policy and federal and state law, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodations, please report to Center for Educational Access (CEA). Reasonable accommodations may be arranged after CEA has verified your disability. You must submit your paperwork to your instructor as soon as possible. You MUST also meet Dr. Cleaveland (MLP Coordinator, SCEN 220) to finalize the process. This must be done before you take an online quiz/exam. Do not hesitate to contact your teacher or course coordinator if any assistance is needed in this process.

**INCLEMENT WEATHER POLICY:**

In the event of inclement weather the instructor will make every effort to hold class. If you feel that your situation for attending class is too risky, then contact your instructor by email, if possible. If the university is officially closed, then class is canceled.

Your instructor will notify you of any changes to the time schedule of the labs in SCEN and the Testing Center by email, announcements in MLP, or via Twitter at @UarkMRTC.

**EMERGENCY PROCEDURES:**

Many types of emergencies can occur on campus. Instructions can be found at [emergency.uark.edu](http://emergency.uark.edu).

**SEVERE WEATHER (Tornado Warning):**

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

**VIOLENCE / ACTIVE SHOOTER (CADD):**

- CALL- 9-1-1
- AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- DENY- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police that it is safe.
- DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

NOTE: WE RESERVE THE RIGHT TO MAKE CHANGES TO THE SYLLABUS DURING THE SEMESTER. IF CHANGES ARE MADE, YOU WILL BE NOTIFIED OF THE CHANGES IN CLASS OR IT WILL BE POSTED ON THE MYLABSPPLUS HOMEPAGE OR SENT TO YOUR UNIVERSITY EMAIL ADDRESS. IT IS YOUR RESPONSIBILITY TO CHECK YOUR EMAIL REGULARLY AND TO CHECK FOR POSTINGS ON THE HOMEPAGE IN THE MLP COURSE.