Instructor Information

Instructor: Ms. Cynthia Fletcher
Office: IT 409C
Mailbox: IT 409C
Hours: MW 11 – 12:30; TR 9:30 – 10:30
Phone: 501-812-2322 (office) 501-725-1271 (cell)
Email: cfletcher@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501) 812-2874 denisehammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501) 812-2342 mbryanhowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This is a traditional face to face lecture course that meets on Mondays and Wednesdays from 9:25 – 10:40 in IT 406.

Catalog Description

This course is an algebra-based course involving the presentation and interpretation of data, probability, sampling, basic inference, correlation, and regression, and analysis of variance. It may include the use of statistical software. A TI-83 or TI-84 graphing calculator is required for this course and the course requires an online learning component. See prerequisite details below. (3 credit hours)

Prerequisites: (must meet one of the following requirements)

• MATH 1300 or MATH 1302 with a grade of “C” or better
• A score of 26 or higher on the mathematics section of the ACT
• A score of 70 or above on the COMPASS Algebra Placement Test
• A score of 86 or above on the Accuplacer College Math Placement Test
• Permission of the department chair or division dean

Course Materials

Required:

[The code can be purchased from UA-PTC main campus bookstore or directly online with a credit card when registering for the course.] You will have the option of using a 14 free temporary access to get started in the course immediately, so no excuses!
Calculator: A TI-83 or 84 calculator is required for the course. Other calculators will need instructor approval. The use of the calculator is crucial for your success!


*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.*

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at http://www.uaptc.edu/footer-navigation/tutoring-center

**Instructions to register in MyStatLab (also known as MyMathLab, MML) – YOU MUST USE THE SAME FIRST AND LAST NAME THAT IS ON THE UA-PTC PORTAL AND ROSTER FOR THE COURSE!!!!!!!**

MML Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8 pm (All times are Eastern Standard Time).

*Do not contact the PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above and your instructor.*

MyStatLab Web Address: www.pearsonmylaband mastering.com or www.mymathlab.com

- **This is a Person service, but is not the same as MyLabsPlus. You will need to register even if you have used MyLabsPlus for other courses as this is a different platform. Even if it says it recognizes your email, register anyway!**

- **Register** as a student and create an account. Even if the system states that it recognizes you, re-register! You must use the first and last name that is listed on the UA-Portal and roster for the course.

  - **Instructor ID** is fletcher82276
  - **Student Username:** The first two letters of your first name, your entire last name, and the last four digits of your student ID. Your username is without spaces or commas. For example: Blue Sampson has a student ID of 123-45-6789, so her username would be blsampson6789. (Caution: A very few students have usernames that vary from this and those students need to use their username as set up in UA-PTC’s portal.)
  - **Student Password:** Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
  - **Email Address:** The first two letters of your first name, your entire last name, and the last four digits of your student ID and then @students.uaptc.edu. You are required to use your PTC email for this course. For example: Blue Sampson has a student ID of 123-45-6789, so her email address would be blsampson6789@students.uaptc.edu. (Caution: A very few students have usernames that vary from this and those students need to use their username as set up in UA-PTC’s portal.)
  - Once you complete the required information, you will need accept the terms of the Pearson User License Agreement and Privacy Policy.
You will then either select that you have your access code that you have previously purchased, buy the access code online with PayPal or a credit card, or use the 14 day temporary access link. The 14 days begins immediately and you will have to follow the link from the course to upgrade your access to a paid code before the 14 days have expired or you will be locked out of the course. Please make sure to keep your access code until the course is completed.

Once in the course, your first task is to run the browser check from the course’s home page and install any missing components.*

Next, take the time to look over the items on the left side of the home page. These are referred to as links, folders or tabs and contain the necessary information for the class.

When completing timed assignments, completely log out of MML and log back in before starting to avoid a time out incident in the middle of the assignment.

*MML Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8 pm (All times are Eastern Standard Time).

Web Browsers: Please have a minimum of 2 browsers downloaded on your computer. If you experience problems with MyMathLab, try connecting through another browser. Shut down the computer, wait 10 minutes, reboot and try a different browser. If it occurs on both browsers, then the problem is probably with MyMathLab and not your computer. Always logout and reconnect right before beginning a timed assignment as systems sometimes are automatically timed out after a while of activity. MyMathLab’s Technical Support number is 844-292-7015 or go through the help and support link at the course listing page to use Live Chat.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu SLA
Department / Program Learning Outcomes

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and mathematical thought
2. Academic Integrity
3. Independent thinking and learning
4. Quantitative and technological literacy on a collegiate level.

Student Learning / Course Outcomes

The student will demonstrate a basic understanding of the application of the following topics:

- Collection and use of data for analysis
- Design of experiments
- Correlation of analysis
- Analysis of inference
- Linear regression
- Use of computers, calculators, and/or software for statistical analysis
- Use of distribution tables, including solving problems by using them
- Performing hypothesis test involving means, proportions, standard deviations, and variances
- Basic principles of probability
- Confidence intervals
- Relationship between sample and population

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.
Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences. Instructors set the attendance policy for courses and students’ must follow those policies to remain in the course.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students at “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness and/or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss important information from lectures, class discussions, handouts and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor. Instructors in the online environment establish the attendance policies and the requirements for success and it is the students’ responsibility to adhere to those policies. *Attendance will be taken daily and will be counted as part of your homework grade. If you choose to arrive late or leave class early, you will not earn your attendance points for the day. No exceptions!* 

Drop Date: The last day to drop a course or withdraw from the college is Friday, November 16th. *A student should consult with their instructor and financial aid (if applicable) before submitting a drop form.* A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option during the summer terms.
Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: http://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below. Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Email Policy: Due to UA-PTC’s board policy and privacy issues, please only send emails from your Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College’s email accounts.

Timely Response: Instructors will normally answer emails and voice mails within 24 hours, except for weekends and times when the college is closed.

Campus Visitors Policy: Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a schedule course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

Incompletes: The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

Math Department Chair: Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

Cell Phones: Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

Make-up/Late Submission Policy:
Each assignment has a soft and hard deadline for completion. Students are allowed to submit homework and quiz assignments after the original soft deadline, up to the hard deadline (test day) without penalty. Once the hard deadline passes, your assignment is officially late. You will have seven (7) days to complete and submit any late assignments with a 10%-point deduction for each late assignment. This includes your online homework and quizzes (Exams and final exams are not included). At the end of the 7-day late submission deadline, any missing assignments will be submitted with a grade of 0.
Test/Retest Policy:

All exams will be given in class on the designated test day. Students will have the opportunity to schedule a retest on any chapter exam (excludes final exam) based on the following criteria:

- A minimum of 90% is required on all online homework and quiz assignments before retesting
- Appointments must be scheduled (with me) within a week (7 days) of receiving returned test papers. Appointments can be scheduled during posted office hours and during extended hours on Fridays.
- Your exam grade will be based on the average of the actual test score and retest score.
- Final exams cannot be retaken.
- Your final exam will not be used to replace a missing exam.
- The retest will be online and proctored using MyMathLab/MyStatLab using the following criteria:
  - All work for the exam must be shown on provided test paper. Student’s personal paper cannot be used for exams.
  - Number each question.
  - Show all work and steps [as shown by your instructor] for each question to receive credit. NO WORK = NO CREDIT
  - Circle or highlight your answer(s) for each question.
  - Write neatly. Your instructor will review these problems.
  - Failure to follow these procedures will result in loss of credit – even if your answer has been marked correct in the system.
- PROHIBITED: Math textbook, Notes or formulas, Papers of ANY kind, Cell phones, tablets, and other mobile devices. Visible cell phones or other prohibited items are a violation of academic integrity and will result in a grade of zero for the exam. If you are caught using the items listed above, you will receive a grade of F and dismissal from the course.
Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%    F

Attendance: 2%
Homework: 8%
Quizzes: 15%
Regular Test: 50%
Final Exam: 25% (Student will receive an F for the course for failure to take final exam).

Course Average will be calculated as follows (amend as necessary):

\[ \text{Course Average} = (\text{Attendance Avg} \times 0.02) + (\text{Homework Avg} \times 0.08) + (\text{Quiz Avg} \times 0.15) + (\text{Regular Test Avg} \times 0.50) + (\text{Final Exam Avg} \times 0.25) \]

\[
I \text{ am not, nor will I ever be, responsible for your grade in this course. YOU MAKE the grades; I RECORD the grades. BE ACCOUNTABLE.}
\]

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.
COURSE STRUCTURE

1. **Attend class and actively participate** (*Worth 2% of your overall grade*)

2. **Complete the Homework in MML/MSL** (*Worth 8% of your overall grade*)
   a. Each homework question can be worked an unlimited number of times.
   b. You should strive to make 90% on every homework assignment.
   c. The homework assignments can be worked at home and/or in class.

3. **Complete the Chapter Quizzes in MML/MSL** (*Worth 15% of your overall grade*)
   a. Each quiz within the chapter can be worked an unlimited number of times.
   b. You should strive to make 75% on every chapter quiz.
   c. The chapter quizzes can be worked at home and/or in class.

4. **Complete the Chapter Exam in class (Paper/Pencil)** (*Worth 50% of your overall grade*)
   a. You should strive to make at least a 70% on the exam.
   b. Each exam is proctored, by the instructor, and can only be completed in class.
   c. The instructor will provide test paper to every student for the exams. Students will not be allowed to use personal paper for exams and will be required to number/write each question, show all work, and circle each answer to receive credit for the exam. Failure to follow these procedures will result in loss of credit.

5. **Complete the Final Exam (Paper/Pencil)** (*Worth 25% of your overall grade*)
   a. You should strive to make 75% on the Final Exam Review Quiz in MML (unlimited attempts) before taking the Final Exam.
   b. The Final Exam is a paper pencil proctored assessment, by the instructor, and can only be completed in class. The final exam is scheduled for **Monday, December 10th (8:00 am – 10:00 am for MW 9:25 class)**.
   c. The instructor will provide test paper to every student for the final exam. Students will not be allowed to use personal paper for the final exam and will be required to number/write each question, show all work, and circle each answer to receive credit for the final.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”
The complete Academic Integrity Policy is in the UA-PTC code of conduct.

- **Calculators:** Graphing and scientific calculators are allowed. Please restrict calculator usage to all calculators below TI-89. The use of any calculator at or above TI-89 (including your cell phone) will be considered as a form of cheating (see Academic Integrity Policy).

- **Electronic Equipment:** The use of electronic devices (i.e. cell phone, tablets, iPad, iPod, etc.) is strictly prohibited during proctored assessments (finals) and will be considered an act of academic dishonesty. The use of such devices during prohibited times may result in immediate dismissal from class, a grade of F within the course, will be reported to the Dean of Students, and may be recorded on your Academic Records at Pulaski Technical College.

### Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

### Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

### Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu
Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

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<tr>
<th>Week</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>Introductions, Syllabus, Sections 1.1-1.2</td>
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<tr>
<td>2</td>
<td>Section 1.3 - 2.1</td>
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<td>3</td>
<td>Section 2.4 and 2.5</td>
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<td>4</td>
<td>Section 2.4 and 2.5</td>
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<td>5</td>
<td>Exam 1 (Chapter 1) Section 2.2 and 2.3</td>
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<tr>
<td>6</td>
<td>Exam 2 (Chapter 2) Section 3.1</td>
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<td>7</td>
<td>Section 3.2 and 3.3</td>
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<td>8</td>
<td>Section 3.4 Exam 3 (Chapter 3)</td>
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<td>9</td>
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<td>Exam 4 (Chapter 4) Section 5.1</td>
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<td>12</td>
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<td>FALL BREAK</td>
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<td></td>
<td>FALL BREAK</td>
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<td>17</td>
<td>Exam 8 (Chapter 9)</td>
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<tr>
<td>18</td>
<td>Review for Final</td>
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Final Exam Schedule:
The Final Exam is a paper pencil proctored assessment, by the instructor, and can only be completed in class. The final exam is scheduled for Monday, December 10th (8:00 am – 10:00 am for MW 9:25 class)

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Cynthia Fletcher’s Introduction to Statistics and Probability class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone