Instructor Information

Instructor:  Jonathan Russ  
Office:  Little Rock South Room 238  
Mailbox:  Copy Room @ South Campus  
Hours:  Office hours:  Mon/ Wed 1:30-3:00PM, 5:00-6:00PM or by appointment  
Phone:  501 812-2262 (Email is best)  
Email:  jruss@uaptc.edu  
(Use your UA-PTC Email account. Your subject line should include “STATS”.

*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  
(501)812-2342  
mbryanthowe@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

[MATH 2320 Introduction to Statistics and Probability is an online course. There are no official meeting days or times. However, students must consistently be working inside of their Blackboard shells and MyMathLab completing homework, etc. by the assigned due dates]

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.pearsonmylabandmastering.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 russ87573

- 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: Ptcmmmdyyyy (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 UA-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 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.

**STUFF HAPPENS!** Servers go down; computers don’t work as anticipated; life throws us curveballs. Be prepared! Do not wait until the last minute...you may experience completion difficulties! Work ahead of schedule and have a backup plan at a different location in case something happens at your usual location or to your computer; occasionally use your backup plan to make sure it works! Remember you can use the open labs at PTC and the public libraries also have computers. We do not anticipate difficulties with the MyMathLab server, however if the server goes down unexpectedly, I will try to be lenient about a specific assignment due date, but you should never wait until the day an assignment is due.

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 as “no shows” in the online environment and it is the students’ responsibility to follow those policies to remain in the course.

For this online course, completing your required weekly assignments will be counted as your attendance in the course. For this online course, you must complete the required assignments in MyMathLab by the dates and obtain the grade listed in the course schedule to be counted as attending the course. For the first week, this means completing the Syllabus quiz/Course Agreement Form inside Blackboard and MML Tutorial & Getting Ready for Stats inside mylabsplus. Also, keep in mind that waiting until the last minute to log in and attempt some work, usually means poor success.
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.

**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](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 Policy:

Each assignment has an attendance deadline (listed in the schedule portion of the syllabus and hard deadline (test day) for completion. Students are allowed to submit homework after the attendance deadline, up to the hard deadline (test day) without penalty. Once the hard deadline passes, your assignment is officially late and you will have exactly 3 days to work on the past due assignment with a 10% late penalty. (This excludes the final exam).

Make-up Test Policy: You have 3 days after the due date to take your test with a 10% penalty. Remember to submit your work for full credit.

Additional Instructor Policies:

- Have a backup plan (computer and location) and create time in your schedule to use in case it is needed.
- This instructor is not, nor will ever be, responsible for the grades you earn in this course. Students make their own grades, the instructor records those grades. Be responsible and accountable to yourself!
- There is a study plan in MML and you may use this plan to help you with your knowledge, but none of the assignments generated through the study plan is calculated into your grade. Only the assignments listed in the course schedule are calculated in your course grade.
- Just like a traditional classroom, students must show up weekly, get their lessons, ask questions, do assignments and study!
- Except for the final exam, students may work ahead of schedule.
- Use the optional reviews to make sure you are actually ready to take each test. Complete those reviews until you do not have to look anything up and can work each problem fairly quickly.

Many students feel as though they must teach themselves in an online course, but that is not the case anymore than it is the case if you were sitting in an actual classroom. The material is presented (instructor notes, textbook, power points, as well as help features available in the homework assignments). The advantage of an online course is that you can set up your class time when it is convenient for you each week, but you are still expected to have class time and complete your assignments on time.
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

**Homework: 25%**

**Chapter Test: 50%**

**Final Exam 25%**

Grade Calculations: \((\text{Homework Average} \times 0.25) + (\text{Chapter Test Average} \times 0.50) + (\text{Final Exam Average} \times 0.25)\) [MyMathLab always gives your current average]

* 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.

**Homework:** All homework for the course is assigned with due dates in MyMathLab. It is expected but not mandatory that you achieve 100% on the homework assignments as they have unlimited attempts.

**Chapter Tests:** The chapter tests will also be completed inside MyMathLab. They are also assigned with due dates. You will only receive one attempt per Chapter Test. Furthermore, you are required to submit a digital copy of your scanned work. The work should be organized and numbered. Failure to submit work for chapter tests will result in loss of points.

**Final Exam:** This is an in-person, comprehensive paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. The date for the Final Exam is **Tuesday, December 11th** and will be given at PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary. Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. You need to be there 15 minutes before the beginning time and you must present a picture ID. Bring your calculator and pencils (no pens); do not bring anything else into the testing room.
**Alternative Testing Site for final:** If you live too far (more than an hour’s drive) to realistically travel to the main campus to take your final exam, a collegiate proctored testing center may be used. The alternative testing site must be a proctored testing center at a University or College and must be approved by the instructor a full two weeks before the final exam is to take place. The student is responsible for locating an alternative testing center and making the initial contact as well as any fees that the testing center may charge for the service. The student should inquire as to the availability to take the 2 hour paper/pencil exam on the same day as it is scheduled to be given at UA-Pulaski Tech and schedule an appointment. The student should then email their instructor with the name of the University/College, their website address, and the name of the contact person along with their email and phone information. The instructor will then contact the testing center to verify that it meets the standards required and that the student has made arrangements to test on the date required. The student must give the instructor ample time to make contact and grant approval at least two full weeks before the date of the final exam. The instructor, once approval has been given to the student is responsible for having the exam and all directions to the testing center before the day the exam is to be given.

**Finding a proctor for an exam is solely your (the student’s) responsibility.**

**Disclaimer:** The final exam for this class must be taken on the date scheduled either at PTC’s main campus or an approved testing center. If you cannot meet this requirement, you should drop the course. Students receive a 100% refund of tuition for courses dropped by August 21st and 50% refund of tuition for courses that are dropped between August 22nd to August 28th. There are no refunds after August 28th.

**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.”

- **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, iwatch, etc.) is strictly prohibited during proctored assessments (test and finals) and will be considered an act of academic dishonesty. The use of such devices during prohibited
times will result in an F on the assignment, and will be reported to the Dean of Students, and may be recorded on your Academic Records at Pulaski Technical College.

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**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**

Remember to work ahead of schedule so that you have time to ask questions or life gets in the way of your plans.

Everything except the syllabus quiz/course agreement form, and the final exam is in MyMathLab. Always go through the instructor notes for each section as this is how the Instructor expects you to work the questions. Please trust me - this will save you time! The calculator skills that are expected are outlined in the notes.

*THERE ARE YOUR DEADLINES AND ITEMS ARE DUE BY 11:59 PM ON THESE DATES!!!!!!!* These are not the dates to begin assignments or the only days you should be in MyMathLab working. These are your attendance deadlines. Section homework is to be 70% completed to be considered for attendance credit. You may work ahead of schedule.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Syllabus Quiz/Course Agreement Form, MML Tutorial, Getting Ready</td>
<td>August 22</td>
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<tr>
<td>f Stats</td>
<td></td>
</tr>
<tr>
<td>1.1, 1.2, 1.3, Chapter 1 Test</td>
<td>September 2</td>
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<tr>
<td>2.1, 2.2, 2.3, 2.4, 2.5, Chapter 2 Test</td>
<td>September 16</td>
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<tr>
<td>3.1, 3.2, 3.3, 3.4, Chapter 3 Test</td>
<td>September 30</td>
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<tr>
<td>4.1, 4.2, Chapter 4 Test</td>
<td>October 10</td>
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<tr>
<td>5.1, 5.2, 5.3, Chapter 5 Test</td>
<td>October 24</td>
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<tr>
<td>6.1, 6.2, 6.3, Chapter 6 Test</td>
<td>November 7</td>
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<tr>
<td>7.1, 7.2, Chapter 7 Test</td>
<td>November 18</td>
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<tr>
<td>9.1, 9.2, Chapter 9 Test</td>
<td>December 5</td>
</tr>
<tr>
<td>Proctored Final Exam</td>
<td>Tuesday, December 11th</td>
</tr>
</tbody>
</table>
Final Exam Schedule:

This is an in person, comprehensive paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. The date for the Final Exam is **Tuesday, December 11th** and will be given at PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary. Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. You need to be there 15 minutes before the beginning time and you must present a picture ID. Bring your calculator and pencils (no pens); do not bring anything else into the testing room.

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 Jonathan Russ'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