Instructor Information

Instructor: Ms. Conley
Office: IT 306D
Mailbox: IT 306D
Office Hours: Monday & Tuesday, 5:00pm-7:30pm
Phone: 501-812-2797
Cell: 501-438-9256 (No calls or texts after 8:00pm)
Email: econley@uaptc.edu

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

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

This is an online course that does not meet face to face, but students are expected to work in the course a minimum of 3 times per week and can expect to spend at least 12 hours weekly. Although the majority of the course is online, you are required to come to campus for your mandatory 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 Monday, May 6, 2019, and will be given at PTC’s Main (North) campus in the Campus Center’s Grand Hall. More details are found later in the syllabus.

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

Disclaimer: UA-PTC will not guarantee materials purchased anywhere other than the UA-PTC bookstore. The purchase of codes for the online environment should be purchased through the UA-PTC bookstore or directly when registering for the online environment by following the instructions supplied by your instructor. Please take a picture of your code for safe keeping as lost codes cannot be replaced.

Required:

MyMathLab Access Code, ISBN: 9780321694645 (An e-text is loaded.) [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 when classes start, so no excuses for not getting your work done!

MyMathLab 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 MyMathLab issues. Please be sure to contact the 1-800 number that was provided above and your instructor

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.

UA-PTC Free Tutoring
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!!!!!!!

MyMathLab Web Address: www.pearsonmylabandmastering.com or www.mymathlab.com

- This is a Pearson 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!

**STEP 1:**

*Instructor ID: Conley52433*

**STEP 2:**

Please use your UA-PTC student email address for your email account.
As a reminder, it is 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.

Please use your UA-PTC student username.
As a reminder, it is the first two letters of your first name, your entire last name, and the last four digits of your student ID

Please use the following structure for your password.
Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)

**STEP 3:**

You will 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.

**DO NOT loose your access code once you have purchased it. You will not be able to enter it until the temporary access code expires.**

Once you have registered, you will need accept the terms of the Pearson User License Agreement and Privacy Policy.

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

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

For more information, please consult the following website: [https://uaptc.edu/sla](https://uaptc.edu/sla)

Department / Program Learning Outcomes
The mission of the math department is to prepare students with the mathematical knowledge and understanding necessary for students to accomplish their educational goals. The math department aims to teach, advise and consult on any mathematical related matter whether a student wishes to successfully transfer to a four-year college, gain entrance into the workforce, enhance their personal skills or further their lifelong learning pursuit.

Upon successful completion of the required math courses,

- **DLO #1:** Students will demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.
- **DLO #2:** Students will use mathematical reasoning and, when appropriate, a general problem solving process to solve problems.
- **DLO #3:** Students will learn mathematics through modeling real-world situations.
- **DLO #4:** Students will use appropriate technology to enhance their mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of their results.
Student Learning / Course Outcomes (SLO)

ACTS

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

- Collection and use of data for analysis (SLO #1)
- Design of experiments (SLO #1)
- Correlation of analysis (SLO #3)
- Analysis of inference (SLO #3)
- Linear regression (SLO #3)
- Use of computers, calculators, and/or software for statistical analysis (SLO #1, 2, 3)
- Use of distribution tables, including solving problems by using them (SLO #2)
- Performing hypothesis test involving means, proportions, standard deviations, and variances (SLO #3)
- Basic principles of probability (SLO #2)
- Confidence intervals (SLO #3)
- Relationship between sample and population (SLO #1)

SLO #1: Descriptive Statistics

Students will demonstrate a basic understanding of the application of collection and use of data for analysis, design of experiment, use of computers, calculators, and/or software for statistical analysis, Relationship between sample and population.

SLO #2: Probability

Students will demonstrate a basic understanding of the application of use of computers, calculators, and/or software for statistical analysis, use of distribution tables, including solving problems by using them, basic principles of probability.

SLO #3: Inference

Students will demonstrate a basic understanding of the application of correlation of Analysis, analysis of inference, linear regression, use of computers, calculators, and/or software for statistical analysis, performing hypothesis test involving means, proportions, standard deviations, and variances, confidence intervals.
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. **Logging into the course does not constitute participation. To participate in this class, you must complete assignments as stated in the syllabus/assignment schedule on a weekly basis.** Therefore, teachers have the right to count students as absent (non-participating) if they are not actively completing assignments as required in the syllabus.

**UA-PTC Census Date:** Any student who does not **attend** or actively participate in class by completing the course agreement quiz in blackboard and sections 1.1, 1.2, and 1.3 on or before **Wednesday, January 23, 2019**, will be considered a “no show”, 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 student’s responsibility to follow those policies.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive procrastination and/or non-participation are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. To be successful in this course, it is recommended that each student log into MyMathLab at least five (5) days per week (Sunday through Saturday), read the book, look at the videos, study, and complete all required assignments in MyMathLab that are due for that week. Although you are able to complete all assignments at your convenience throughout each day, please note that there are due dates and deadlines for assignment completion. If you experience significant personal difficulties that prevent you from meeting these deadlines, be certain to contact your instructor **prior** to the deadline of your assignments.

Graded assignments are the only assignments that will count as attendance and participation in this course. The Study Plan IS ONLY PRACTICE and completing work within the study plan IS NOT for credit. The on-time submission of the graded assignments will count as participation.
In unavoidable situations, the student has the responsibility for completing all assignments 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 **Wednesday, April 17, 2019**.

*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 and cannot drop students from courses; it is entirely the student’s responsibility to complete the process if they wish to drop from the course.

**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: [https://www.uaptc.edu/catalog](https://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(s) below.

**Communication:** 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.

**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.

**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the College Catalog on page 31 by using the following link: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog).

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled 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.

**Math Department Chair:** Denise Hammett, [dhammett@uaptc.edu](mailto: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.

The department chair is a 2nd point of contact and should only be contacted after students have attempted to resolve all issues with their course instructor.
Grading Policy

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

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

How grades are calculated

Attendance: 2%
Homework: 15%
Quizzes: 8%
Chapter Exams: 50%
Final Exam: 25%

(Students will receive an F for the course if they do not take the final exam.)

How to add grade calculations?

(Attendance Avg * 0.02) + (Homework Avg * 0.15) + (Quiz Avg * 0.08) + (Chapter Exam Avg * 0.50) + (Final Exam Avg * 0.25)

MyMathLab always gives a current grade average. Click on “Student Gradebook” from the main menu.

* 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.

Attendance: Attendance is based upon a student’s weekly completion of assignments – homework, quizzes, and chapter exams. Each week will contain due dates for assignments. Three (3) points will be given for each assignment completed early or on time (by the original deadline). For each assignment a student does not complete on time (by the original deadline) the attendance points will yield a zero (0) for that specific assignment. There is no partial credit for weekly assignment attendance points. All attendance points will be updated weekly.

Homework and Quizzes: All homework and quizzes can be worked and reworked for extra practice and for a higher score (up to 100%) as many times as you like until the due date. Please be sure to complete all assignments by the original due date as shown in MyMathLab.

For your success, homework and quizzes should be worked out on paper and kept in an organized notebook so you will have something to review when needed. You’ll have aids you can click on in each homework assignment to help you work the problems if you have trouble or need help. Quizzes will be assigned throughout each chapter. Quizzes do not have help features and are used to help prepare students for exams.

Chapter Exams: Each chapter exam will be allowed two attempts. If you take the exam one time, that score will be used. If you take the exam two times, your highest of the two attempts will be recorded for your grade.

Late submissions (submissions completed after the original deadline): Late submissions are an opportunity to complete assignments if unable to complete them by the original deadline. All late submissions will receive a 10% penalty [per assignment] from the grade. Assignments not completed by final deadline will receive a grade of zero. Check the assignment calendar for original and late submission deadlines for each assignment.
ON CAMPUS Final Exam: Monday, May 6, 2019

The final exam 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 May 6, 2019 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 at least 10 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.

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.

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. https://www.uaptc.edu/catalog

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

The use of math textbooks, notes, formulas, papers (of any kind), cell phone, tablets, and other smart mobile devices is strictly prohibited during proctored assessments (quizzes and exams). The violation of this expectation 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 UA-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. https://www.uaptc.edu/catalog
Sexual Misconduct
No person at UA-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

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Weekly Due Date</th>
<th>Chapter Final Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Blackboard Syllabus Agreement Quiz 1.1 An Overview of Statistics</td>
<td>Sunday, January 13</td>
<td>Wednesday, January 23</td>
</tr>
<tr>
<td>Week 2</td>
<td>1.2 Data Classification 1.3 Data Collection and Experimental</td>
<td>Sunday, January 20</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Chapter 1 Review  Chapter 1 Review Homework  Chapter 1 Exam</td>
<td>Sunday, January 27</td>
<td>Wednesday, January 30</td>
</tr>
<tr>
<td>Week 4</td>
<td>2.1 Frequency Distributions and Their Graphs 2.2 More Graphs and Displays 2.3 Measures of Central Tendency</td>
<td>Sunday, February 03</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>2.4 Measures of Variation 2.5 Measures of Position</td>
<td>Sunday, February 10</td>
<td>Wednesday, February 20</td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapter 2 Review  Chapter 2 Review Homework  Chapter 2 Exam</td>
<td>Sunday, February 17</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>3.1 Basic Concepts of Probability and Counting 3.2 Conditional Probability and the Multiplication Rule 3.3 The Addition Rule</td>
<td>Sunday, February 24</td>
<td>Wednesday, March 06</td>
</tr>
<tr>
<td>Week 8</td>
<td>3.4 Additional Topics in Probability and Counting  Chapter 3 Review  Chapter 3 Review Homework  Chapter 3 Exam</td>
<td>Sunday, March 03</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>4.1 Probability Distributions 4.2 Binomial Distributions  Chapter 4 Review  Chapter 4 Review Homework  Chapter 4 Exam</td>
<td>Sunday, March 10</td>
<td>Wednesday, March 13</td>
</tr>
<tr>
<td>Week 10</td>
<td>5.1 Intro to Normal &amp; Standard Normal Distribution 5.2 Normal Distributions: Finding Probabilities 5.3 Normal Distributions: Finding Values</td>
<td>Saturday, March 16</td>
<td>Wednesday, April 03</td>
</tr>
<tr>
<td>Week 11</td>
<td>Chapter 5 Review  Chapter 5 Review Homework  Chapter 5 Exam</td>
<td>Sunday, March 31</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>6.1 Confidence Intervals for the Mean (σ Known) 6.2 Confidence Intervals for the Mean (σ Unknown) 6.3 Confidence Intervals for Population Proportions</td>
<td>Sunday, April 07</td>
<td>Wednesday, April 17</td>
</tr>
<tr>
<td>Week 13</td>
<td>Chapter 6 Review  Chapter 6 Review Homework  Chapter 6 Exam</td>
<td>Sunday, April 14</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>7.1 Introduction to Hypothesis Testing 7.2 Hypothesis Testing for the Mean  Chapter 7 Review  Chapter 7 Review Homework  Chapter 7 Exam</td>
<td>Sunday, April 21</td>
<td>Wednesday, April 24</td>
</tr>
<tr>
<td>Week 15</td>
<td>9.1 Correlation 9.2 Linear Regression  Chapter 9 Review  Chapter 9 Review Homework  Chapter 9 Exam</td>
<td>Sunday, April 28</td>
<td>Wednesday, May 01</td>
</tr>
</tbody>
</table>
Disclaimer:
*This schedule on the previous page is a guide for the semester. The instructor reserves the right to amend the schedule as necessary. Students are responsible to adhere to any changes (including deadlines) provided by the instructor.*

*Due Date: The weekly due date for each assignment. Homework and quiz assignments must be completed by this date at a minimum of 70% to be considered as participation.*

*Final Due Date: This is a LATE Submission and the last opportunity to complete the assignment. All late submissions will receive a 10% penalty from grade. Assignments not completed by final deadline will receive a grade of zero.*

**More Final Exam Information**

The final exam 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 **Monday, May 6, 2019**, 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 at least 10 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.

**Finding a proctor for an exam is solely your (the student’s) responsibility. If you need to have a proctored exam, you will need to submit your request by email to your instructor before Monday, April 1, 2019.**

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% tuition refund for the course if dropped by Tuesday, January 15th, 50% if dropped by Wednesday, January 23rd, and a 0% refund any day after January 23rd.

**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 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.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Ms. Conley’s Introduction to Statistics and Probability class at UA-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.

Attendance and active participation are required for success in this course. In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. To participate in an online class, I understand that I must complete assignments in the online environment on a weekly basis. Additionally, I understand that my attendance may be submitted to college officials and reported to financial aid authorities.

I understand that instructors cannot drop me from a course after the roster certification date if I have attended. However, I also understand that it is expected for success that I attend all courses and participate. I am responsible for my learning and success and not the instructor. In online sections, roster certification is determined by completing assignments in the online environment as stated on page 6 of this syllabus. I understand that the assignments for the roster certification of this course are due on Wednesday, January 23rd and I will be dropped if I do not complete all of them (blackboard syllabus agreement quiz and sections 1.1, 1.2, and 1.3).

I understand that the final exam is a paper/pencil exam given under a proctored environment during final exam week and cannot be given early. The final exam is given on the main campus as explained in the syllabus. There is also a proctored policy in the syllabus for any student that lives more than one hour from the main campus.

*Online students are to complete the course agreement form quiz in blackboard instead of submitting this form to their instructor.*

______________________________  ______________________________
Semester                                    Date

______________________________  ______________________________
Print name                                    Signature

______________________________  ______________________________
UA-PTC Email address                             Telephone