Class Information and Policies
Math 155, Fall 2016

<u>**Professor:**</u> Kurt Ludwick, 108 Devilbiss Hall, <u>keludwick@salisbury.edu</u>, 410-543-6549.
Office Hours: MWF 10:00-11:50 AM (or by appointment)

<u>**Course Textbook**</u>: "Elementary Statistics," by M. Triola; 12th edition. Either print or e-text is acceptable. (Students are required to purchase MyStatLab access, which includes the e-text)

<u>**Class Meeting Times**</u>: This class will meet Mondays, Wednesdays, and Fridays, 8:00-8:50 AM, in HS 113.

<u>Tests</u>

There will be three hour-long tests given during the semester, plus a final exam at the end of the semester. The three tests together will count for 60% of your semester average going into the final exam. Test dates will be announced in class at least a week ahead of time. The cumulative final exam will be given Friday, December 16, from 8:00-10:30 AM, as per the <u>Salisbury University Final Exam Schedule</u>. The final exam is a multiple-choice exam which will be administered in a computer lab; the location of our final exam will be announced later in the semester. See "Evaluation" below to learn how the final exam grade will be incorporated into your course grade.

There are no re-tests in this class. If you must miss one of the tests, let me know beforehand, and (if possible) provide written verification for your excuse. If I decide that your excuse is acceptable, then your grade on the missed test will be determined by your performance on the final exam, homework assignments, and/or whatever others factors I determine to be appropriate. See below ("Evaluation") for details on how the final exam is factored into your course grade.

<u>Homework:</u>

There will be frequent homework assignments. Homework will be administered online via MyStatLab. Registration instructions for MyStatLab can be found here: <u>https://portal.mypearson.com/course-home/handout/ludwick71736/registration-instruction.pdf</u>.

MyStatLab assignments will be given on each section of the textbook that we cover in class. Once we introduce a section in class, you will have a limited period to complete the corresponding assignment. You will be allowed multiple attempts at each problem, and you will get feedback on incorrect answers. The point of these assignments is to provide you with feedback, so it's okay to try problems multiple times. In particular, finding problems that particularly challenge you will indicate content areas where you need to spend more time; also, you are welcome and encouraged to ask about such problems by email and/or in class.

Your cumulative homework score will be based on your average score on online assignments over the course of the semester. Homework will count for 15% of your semester grade going into the final exam.

<u>Minitab Lab Assignments</u>

A few lab assignments will be given during the semester. These assignments will require the use of Minitab, and will be collected. This software will be demonstrated in class, and detailed instructions will be provided for these lab assignments. Unless instructed otherwise in class, lab assignments must be turned in as hard copy (printouts), not by email. Altogether, labs will count for 15% of your

semester average going into the final exam.

Minitab is commercial software which available in campus labs. It may also be downloaded for home use; instructions may be found at the following link:
http://www.salisbury.edu/helpdesk/Software/softwareinstalls-personal.html

Written Project

A written project, in which you will be asked to apply what you've learned to carry out a statistical analysis of data, will be given toward the end of the semester. This project will be described in more detail later in the semester. This written project will be worth 10% of your semester grade going into the final exam.

Attendance and Participation

You are expected to attend every class meeting. If you *must* miss a class, I expect you to let me know ahead of time (or contact me as soon afterwards as possible.) In this case, you will be responsible to find out what you missed in class that day.

All students are expected and encouraged to be active participants in the class. I will observe each student's level of participation throughout the semester. At the end of the semester, I will assign you a score -- probably a number between -2% and +2% (inclusive) -- based on your attendance and participation; this number will be added to your semester average going into the final exam. For example, if your semester average is 88%, but you earn a +2 participation score, then your average will be increased to 88%+2%=90%. (I reserve the right to assign participation scores of more than 2, or less than -2, in exceptional cases.)

There are many ways to participate -- some in-class, and others out-of-class.
- In-class: I frequently ask questions during class, both during lecture and while demonstrating examples. Students who frequently make an effort to answer these questions, and/or ask relevant questions of their own, will get much more value from the class than those students who do not actively participate. Also, I may provide opportunities for students to present solutions to homework problems in class; such presentations will be accounted for in your participation score.
- Out-of-class: "Participation" refers not just to classroom interaction, but more generally to taking an active role in your own education, rather than regarding it as something that just happens to you. This can certainly occur in locations other than a classroom. For example, visiting me during office hours for help with a homework problem, or with questions about a lecture or the text, would count as participation. (Email and instant messaging with such questions also counts in your favor.) I also consider participating in our course's Supplemental Instruction sessions (see "supplemental instruction" below) and visiting the math and computer science department's tutoring center (see "tutoring" below) for help to be excellent opportunities to engage in out-of-class participation.
- Counter-productive and/or disrespectful actions may negatively impact your participation score. These include, but are not limited to: disruption of a class meeting (this includes ringing cell phones, pagers, etc.); talking when you should be listening; sleeping or texting during class; insulting and/or profane language, especially when directed at another person.

<u>**Evaluation**</u>

Your semester average up to, but not including, the final exam, will be a weighted average based on your test scores (60% total), online homework (15%), Minitab labs (15%), and written project (10%).

Once your semester average is calculated, your grade for the course is determined by your letter grade on the final exam, as indicated by the Course Grade Table (see below). On the table, your semester average (not including the final) indicates your row of the table; your letter grade on the final exam then determines your overall grade for the course.

Here is a list of possible final exam grades, with explanations as needed. All percentage ranges/estimates take into account any "curve" that may be used in scoring the exams.

- A+ – requires a 100% score (curved) on the final exam
- A – 90-99% score
- B – 80-89%
- C – 70-79%
- D – 60-69%
- E – 40-59%. This is technically a failing grade for the exam, but for the purpose of calculating course grades, I distinguish between an E – which indicates *some* degree of preparation and understanding of course content, even if not at a passing level – and an F.
- F – less than 40%. This grade is given to a student who demonstrates a complete lack of preparation. This is counted as the equivalent of not showing up for the final exam at all.

COURSE GRADE TABLE

	COURSE GRADE			
Average going into the final exam	A	B	C	D
High A (95%-100%)	C	E	F	---
Low A (90%-94%)	B	E	F	---
High B (85%-89%)	A	D	E	F
Low B (80%-84%)	A+	C	E	F
High C (75%-79%)	---	B	D	E
Low C (70%-74%)	---	A	D	E
High D (65%-69%)	---	A+	C	E
Low D (60%-64%)	---	---	B	D
High F (50%-59%)	---	---	---	D
Low F (0% - 49%): F for the semester, regardless of final exam grade.				

Examples:
- Suppose you have an 83% average going into the final. This would put you in the "Low B" row of the table, which means (reading across that row of the table) that you could earn an A for the course by getting an A+ on the final exam. If you did not get an A+ on the final, then you would need at least a C on the final exam to get a B for the course. If you did not get a C or better on the final, then an "E" on the final would give you a C for the course. The "F" in the next column indicates that if you failed the final exam, you would still get a D for the semester.

- Suppose you have a 99% average going into the final. This would put you in the "High A" row of the table. This row indicates that you would get an A for the course as long as you earned a C (or better) on the final exam. However, if somehow you didn't get a C or better on the final exam, then an "E" on the final would still give you a B for the course. An F on the final would drop you all the way down to a C for the course.
- Suppose you have a 72% average going into the final. The "Low C" row of the table indicates that an A on the final exam would give you a B for the course; otherwise, a grade of D or better on the final would give you a C for the course. The "F" in the last column means that even if you fail the final, you will get a D for the course.

Grade Notification

I intend to periodically post grades on MyClasses. To find out where you stand in the course, consult MyClasses or (preferably) come to my office to discuss your grades confidentially. At the end of the semester, I intend to post final exam and course grades on MyClasses as soon as quickly as possible.

Academic Integrity

Unless specifically instructed otherwise, you are to do your own work on all graded assignments such as tests, labs, and other graded homework. A student who is caught cheating on any graded assignment will receive a zero on that assignment, and may (at my discretion) receive an F for the course as well. If you receive an F for the course due to academic misconduct, you will not be permitted to withdraw to avoid the F on your grade report. For more details, please read the University policy on academic misconduct:
http://www.salisbury.edu/provost/AcademicMisconductPolicy.html

Electronic Device Policy

Any device capable of receiving calls, text messages, etc. is to be turned off and kept out of sight during class meetings - particularly during tests.

Computers and/or tablets *may* be used during class meetings (except during tests, at which time they are prohibited). Any such use during class must be appropriate to the classroom environment (e.g. taking notes, or finding a web page that is relevant to current class discussion). If your activity is inappropriate and/or distracting to any of your classmates, then you will be asked to discontinue using your device for the rest of the class meeting.

Repeated violations of this policy may result in a grade penalty, at my discretion.

Tutoring

Free one-on-one tutoring is available from our departmental tutors in the "Math Emporium," room 201 of the new Academic Commons. No appointment is necessary! For more information, visit the Tutoring Center page at http://www.salisbury.edu/mathcosc/TutoringCenter.html, or drop by the Math Emporium to see the posted schedule.

(Note: Due to the ongoing work in the academic commons, tutoring at the start of the semester will be located in Henson 117. I'll let you know when the tutors have moved to their new home in the Math Emporium.)

Disability Support Services

If you require an accommodation in this course due to the effects of a documented disability, contact me as soon as possible to arrange for a meeting to discuss accommodations. In particular, see me For further information on Salisbury University's disability accommodations, visit the Disability Support Services website: http://www.salisbury.edu/students/dss/.

Henson School Course Repeat Policy

This course is subject to the Henson School Course Repeat Policy. The short version of this policy is that a student is allowed only two attempts (the original, plus one repeat) for any Henson course without special permission. For more details, visit the Henson Course Repeat Policy page at http://www.salisbury.edu/henson/advising/course_repeat_policy.html .

If you have any questions about the class policies or about the course in general, please send me an email or drop by my office to ask. In particular, please address any questions or concerns about the class policies during the drop-add period (i.e. the first week of classes).

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8/29/2016