Text
*Elementary Statistics: A Step by Step Approach* by Allen Bluman. (7th edition). This text is required. Be sure to get the correct edition as well: the problems are not the same in other editions.

Webpage
http://faculty.mansfield.edu/mhaner/Stats/index.html. This is an official addition to this syllabus. I suggest you bookmark or add it to your favorites for the duration of this class.

Office
My office is in Elliott Hall on the second floor, room 213-B. *The surest and most preferred way to get in contact with me is through email, which I typically check many times a day.*

Office Hours
MW 11:30AM-1:30PM, Tu 1PM-2PM

Grading
10% Online contributions. 20% Quiz average. 15% for each of three tests. 25% final exam.

There will be around 12-18 quizzes. Here’s how I intend to proceed. I will give you a reading assignment and homework problems broken down by chapter. You will have access to all the answers to the homework problems, mostly from an appendix of the book. Following each assignment there will be a quiz on D2L. I will allow you to retake the quizzes three times. The point of the quizzes is to see how well you learned the material, and gain a pretty good idea of what the tests will be like. These are my practice tests. There will be three exams and a comprehensive final examination. The final will consist of problems quite similar to the tests and quizzes.

The online contribution portion of your grade will come from discussion board discussions. There will be questions that you and others will encounter. Making regular contributions in the form of questions or answers will ensure that you do well in this category.

Late Policy
It’s not possible to have late quizzes or homework the way I run my online classes, really. If you are behind for valid reasons, please let me know. Exams are excused when I receive the proper documentation for an excuse in accordance with official university policy. Excused exam scores will be replaced with your final exam score or removed from your grade.

Prerequisites
A willingness to work and learn; basic algebra.

Catalog Description
A survey of basic statistical methods for analyzing data. Topics include descriptive statistics, probability, sampling, point and interval estimation, hypothesis tests, linear regression, and correlation.
Class Cancellations
In addition to discussions which will take place in class and during office hours, I will communicate with you by email and through D2L. In the unlikely event of cancellation of a class due to inclement weather, illness or emergency, you will receive an email. Be sure to check your official university email often.

Tutoring
All students are encouraged to make use of the free tutoring services provided by the Learning Resources Center. More information can be found on my website. Furthermore, online help may be found at the Wolfram Math World site http://mathworld.wolfram.com/ or on Wikipedia.

Learning Mathematics
I expect about 2 hours of outside work per hour of class time. To become proficient as a carpenter, dancer, or mechanic requires practice. Mathematics is no different and you will not learn it by watching alone. Do not take this class unless you are prepared to work and seek help when it is needed. If you do put in the proper amount of time and find help when you are stumped, you will learn the material. It is better for your learning process to spend regular intervals of time working on mathematics than it is to cram it in long sessions.

Incidentally, a college education is distinctly different from high-school in several regards. Here I am specifically addressing the traditional students that just completed secondary school: though I care about my students as much as any high school teacher does, I will not chase you around to make sure you’re doing the appropriate work for this class. Being at the university level means that you are responsible for your actions. Also, there are an awful lot of syllabi that document acceptable behavior similar to a legal framework. Please, just be an adult about your actions. And for it, you will be treated as adults.

The second primary difference between this class and a high-school equivalent class is the level of difficulty. Although some with outstanding backgrounds will find this course easy, almost of you will struggle from time-to-time. There will be problems on exams that are tough. Regardless of what your path in life with become, it is nearly certain to contain tough challenges. I hope to do my part and prepare you for these challenges and that you take the challenge in stride, as it is much easier to work mathematics with a good dose of optimism. When you look back on your degree from Mansfield, I hope that you hold some pride that you endured the difficulties. Really it’s not unlike playing a guitar, drawing a person, training to be a marine, or becoming an outstanding athlete.

Mansfield University Attendance Policy (as stated in the MU Catalog)
Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, official military service, or official university representation will be accepted by all faculty members. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi.

Students Requesting Academic and/or Access Accommodations
Students with documented learning disabilities, physical challenges, or other significant medical conditions that may affect their learning in this course should meet with the Services for Students with Disabilities (SSD) Coordinator in the SSD Office located in the Department of Academic and Human Development (144 South Hall, Phone: 570/662-4436) as soon as possible. It is recommended that students contact the SSD Coordinator during the first two weeks of classes in order to ensure accommodations are met in an efficient, appropriate, and timely manner for
the best student learning outcome. The Coordinator will arrange to provide your professors with a suitable letter so that we may serve your particular needs more effectively. If you have a disability that requires classroom or testing accommodations, the Coordinator will also clarify appropriate arrangements.

**Academic Integrity**
The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the appropriate Dean. MU's Academic Integrity Policy can be found at http://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf and the Academic Dishonesty Form may be accessed here or from the Academic Affairs website.

**Copyright**
The University fully supports the Copyright Laws of the United States. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the Mansfield University Copyright Information website: http://mansfield.libguides.com/copyright.

**Student Consumer Rights and Responsibilities**
The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended. The HEOA (2008) requires colleges and universities to provide students with information necessary to make informed decisions concerning their educational experiences. Mansfield University strives to serve its students fairly and equitably. The following MU website provides an inclusive list by topic of student consumer rights and responsibilities: http://mansfield.edu/HEA/

**Title IX and Protection of Minors Legislation: Reporting Obligations**
Mansfield University and its faculty are committed to assuring a safe and productive educational environment for all students.

**Title IX Requirements**
In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation under Title IX are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Kacy Hagan (khagan@mansfield.edu) serves as Mansfield University's Title IX Coordinator. Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: http://www.mansfield.edu/title-ix/upload/Title-IX-Policy-FINAL-7-2016.pdf; http://www.mansfield.edu/title-ix/resources.cfm (Title IX Resources), and http://www.mansfield.edu/title-ix/bill-of-rights.cfm (Sexual Misconduct Victims' Bill of Rights) Reports of Title IX matters should be directed to titleix@mansfield.edu.

Protection of Minors Requirements: Faculty members are obligated to report sexual violence or any other abuse of
a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred, to Director of Human Resources Kacy Hagan (khagan@mansfield.edu), as designated in the University’s protection of minors policy. No exceptions apply to this reporting obligation. Mansfield University’s Protection of Minors policy is available at http://www.mansfield.edu/hr/protection-of-minors.cfm.

**Mansfield University Process for Reporting Academic Integrity Violations**

If a faculty member believes that a student has engaged in some form of academic dishonesty, the faculty member is expected to complete an Academic Dishonesty Form, identify the level of violation as described below, share the form with the student, and request that the student sign the form to indicate whether he or she is guilty or not guilty of the charge. The student has three options:

(a) to indicate academic dishonesty and accept the sanctions as recommended by the faculty member;

(b) to indicate academic dishonesty for an especially serious violation and face possible suspension or academic dismissal through the Academic Standards Review Board; or

(c) to claim innocence of the charge(s) or to indicate that the sanction(s) proposed by the faculty member is too severe.

In the last two situations, the Academic Standards Review Board Chairperson will appoint a Hearing Board to review the case. Reports of all violations must be forwarded with supporting evidence to the office of the appropriate Dean (based on the course in which the alleged violation occurred) who shall maintain a record of all infractions and penalties.

**Level One Violations.** Level One violations may occur because of inexperience, carelessness, or lack of knowledge of principles of academic integrity on the part of students committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such collaborative work is not permitted.
2. Failure to footnote or give proper acknowledgment in a limited section of an assignment.
3. Signing into class for another student who is absent.
4. Leaving a class or lab without permission after signing in.

Faculty have discretion in identifying an appropriate sanction for a violation. Recommended sanctions for Level One violations are listed below; one of these may be chosen by the instructor in each case:

1. Failure of the relevant assignment.
2. An additional assigned paper or research project on a relevant topic.
3. A make-up assignment at a more difficult level than the original assignment.
4. Reduction of points toward final grade.
5. Written or verbal warning to the student accompanied by a report to the Dean so that a permanent record is established in accord with university policy.

Records of students who commit Level One offenses will be maintained in the Dean’s Office until the student’s graduation.
Level Two Violations. Level Two violations are characterized by dishonesty of a more serious nature or that affects a more significant aspect or portion of the course work. The following are examples:
1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Two or more students submitting similar or identical work for the same assignment.
4. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
5. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination, or project.

The recommended sanction for Level Two violations is failure of the assignment or, if the assignment is a major portion of the course, failure of the course. Records of students who commit Level Two offenses will be maintained in the Dean’s Office until graduation. A second charge at Level Two may, at the discretion of the Dean, lead to academic suspension and a notation of “suspended for academic dishonesty” on the student’s permanent transcript.

Level Three Violations. Level Three violations are serious, go well beyond Level One or Two and, in the opinion of the faculty member and the Dean, require adjudication at the University level. Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, involves premeditation, or is preceded by one or more violations at Levels One or Two. Cases involving Level Three violations are routinely referred to the Academic Standards Review Board. Examples include:
1. Copying significant portions of a midterm or final examination.
2. Plagiarizing major portions of a written assignment.
3. Facilitating illicit copying during an exam.
4. Using prohibited materials, e.g., books, notes, or electronic devices during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementing such acts.
6. Actions of academic dishonesty similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; purchasing an examination; falsifying a transcript to secure entry into the University; or changing the record of work done at the University).
7. Altering examinations for the purposes of re-grading.
8. Acquiring or distributing an examination from unauthorized sources prior to the examination.
9. Intentionally presenting the work of another as one's own.
10. Having a substitute take an examination or taking an examination for someone else.
11. Using purchased term papers or other materials.
12. Removing posted or reserved material, or preventing other students from having access to such information.
13. Fabricating data by inventing or deliberately altering material.
14. Using unethical or improper means of acquiring data.
15. Willful violation of an ethical code of the profession for which a student is preparing. The sanction typically sought for Level Three violations or repeated violations of Level One and Two offenses is a minimum of failing a course or, in more serious instances, a one-semester suspension from the University. For the most serious of these offenses, students may be dismissed following the recommendation of the Hearing Board. In instances where a student is suspended or dismissed, there shall be a notation of “suspended/dismissed for academic dishonesty” entered on the student’s permanent transcript.

In all instances where a student requests an appeal or the faculty member and Dean agree that suspension or dismissal is appropriate, the case shall be referred to the Academic Standards Review Board for consideration. Both the student and the faculty member will be invited to the proceeding of a Hearing Board, and both will be able to
present relevant evidence. The Hearing Board, in these cases will be comprised of a minimum of two faculty and one student from the Academic Standards Review Board.

Following their review of the case, the Hearing Board will make a recommendation to the faculty member and the Provost regarding the disposition of the case. The Hearing Board may conclude that it finds the student guilty or not guilty of the charge of academic dishonesty, or it may decide that the sanction is too severe or not severe enough for the violation. The conclusions of the Hearing Board are recommendations to the faculty member and the Provost. If a student remains dissatisfied with the status of his or her case following the recommendations of the Hearing Board, the student may appeal directly to the Provost.
Student Learning Outcomes
This course counts for the Mathematics knowledge block of General Education. Objectives include:

O1. Transform/manipulate numerical and algebraic expressions
O2. Find solutions to equations
O3. Given a table or graph, answer questions related to the date being presented
O4. Given a data set or equation, compute an appropriate statistic or parameter (e.g., mean, standard deviation, slope, critical point)
O5. Given a data set or equation put into a specific tabular or graphical form

Outcome.
In particular students will be able to:

1. Calculate mean, median, range, standard deviation, variance quartiles and interquartile range. This will be assessed from quiz 5. Covers O4.

2. Interpret frequency histograms. This will be assessed from quiz 3. Covers O3.

3. Calculate confidence intervals in basic situations. This will be assessed from quiz 12. Covers O5.

4. Calculate probabilities using the addition and multiplication probability rules. This will be assessed from quiz 7. Covers O1.

5. Perform hypothesis tests in basic situations. This will be assessed from quiz 15. Covers O3.