Legal Notice
This isn’t a legal notice! Seriously, this is a syllabus. Syllabi aren’t legal documents. I have no plans to be deceptive, but I reserve the right make changes to this class as I see fit. If I deviate from this syllabus, I promise to be as fair as possible.

Prerequisites
A willingness to work and learn; basic algebra. Math Placement Test Result of Introduction to Statistics.

Catalog Description
Provides an introduction to descriptive and inferential statistics. Topics covered include numerical and graphical summary procedures, basic probability concepts, random variables and distributions, the Central Limit Theorem, confidence intervals, and hypothesis testing.

Professor Information
My name is Matthew Haner. My office is in Elliott Hall on the first floor, room 115-C. The surest and most preferred way to get in contact with me is through email, which I typically check many times a day. mhaner@mansfield.edu. Phone: 4707.

Office Hours
Officially posted online here: http://faculty.mansfield.edu/mhaner/time.html

Tentatively, they are Tuesday/Thursday 10:45 AM - Noon, Wednesday noon – 2:30PM. The Wednesday hours are for Zoom, so I may not be on campus for those. For my on-campus hours, we’ll find an open classroom for office hours since my office is pretty small. If my times don’t work for you, let me know and we can work something out.

Room/Time
Classes are Tue/Thurs from 2:00 PM - 3:15 PM in Elliott 110.

Class Cancellations
In addition to discussions which will take place in class and during office hours, I will communicate with you by email. 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.

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. It contains the most up-to-date information about the class, including a day-by-day class schedule.

Text
Elementary Statistics: A Step by Step Approach by Allen Bluman. (10th edition). This text is required. Be sure to get the correct edition as well: the problems are not the same in other editions.
Grading
10% Class participation/attendance. 20% Quiz average. 15% for each of three tests. 25% final exam.

Late Policy
I'm fairly flexible with regards to the online quizzes. Try to stay current and I’ll overlook being somewhat behind. 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.

Learning Mathematics
I expect about 3 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 all 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. Do try and take these challenges 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.
Student Code of Conduct
Commonwealth University’s Student Code of Conduct prohibits the violation of any University policy as well as local, state, or federal laws. Expressly included in this expectation are any federal, state, regional, or local emergency orders or declarations, mandatory policies, or mandatory health advisory requirements, including those made by the University President.

Violations of the student Code of Conduct will be reported to the Dean of Students Offices at DeanofStudents@bloomu.edu.

Attendance Policy
Regular and punctual class attendance is expected and is the foundation for academic success. When class work is missed due to extenuating circumstances beyond the student's control, the student communicates the need for special arrangements as soon as the need is known. Official documentation is provided to verify the reason for the absence if requested by the instructor. Legitimate excuses may include illness, serious mitigating circumstances, official military service, or official university representation. 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 the 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. Policies stated in syllabi must be consistent with the university's attendance policy. Faculty will accept no additional documentation from the Dean of Students or Health Services offices as verification of excused absence for students who are unable to notify faculty through no fault of their own.

Students Requesting Academic and/or Access Accommodations
Commonwealth University at Bloomsburg, Lock Haven, and Mansfield is committed to providing equitable access to educational experiences, campus facilities, and university related opportunities for all students. Disability Services supports these requests for accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have or believe that you have a disability, please contact the following offices based on home campus:

Bloomsburg - Warren Student Services Room 043, or call 570-389-4491
Lock Haven - 205 Ulmer Hall, or call 570-484-2665
Mansfield - 570-484-2665 or 570-389-4491

It is recommended that students contact the Disability Services office during the first two weeks of classes or immediately upon diagnosis to ensure accommodations are met in an efficient, appropriate, and timely manner for the best student learning outcome. Upon qualification, the disability professional will arrange to provide an accommodation letter to the professor for the identification of academic or accessibility adjustments. You must contact the Disability Services office to renew accommodation letters at the start of each semester.

Statement on Diversity and Inclusion
At Commonwealth University of PA we recognize our responsibility to continuously support a living, learning, and working environment that values the diverse contributions from all members of our campus community. Our commitment to diversity, equity and inclusion enriches our campus community and is instrumental to our institutional success. Commonwealth University of PA strives to cultivate a climate that allows all members to embrace diversity, equity and inclusion as we achieve success both in
and out of the classroom, in our work responsibilities, and in our professional lives beyond our time at Bloomsburg Lock Haven, and Mansfield. We uphold our commitment to Diversity, Equity, and Inclusion throughout each campus community by:

- Actively supporting and promoting the intellectual and personal growth of our students, inside and outside of the classroom.
- Providing workshops, trainings, programs designed to broaden the knowledge and understanding of diversity, equity, and inclusion within our campus community.
- Ensuring that all learning and living environments throughout our campus are welcoming and capable of serving all individuals.

**Academic Integrity**

Academic Integrity refers to the adherence to agree upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty.

**Copyright**

Commonwealth University fully supports and adheres to the Copyright laws of the United States and other nations. 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 library guides:
https://library.commonwealthu.edu/copyright

**Student Consumer Rights and Responsibilities**

The Higher Education Opportunity Act (HEOA) was enacted in 2008 and reauthorized the amended Higher Education Act of 1965. HEOA requires postsecondary educational institutions to distribute or make publicly available a broad range of information collectively known as Student Consumer Information. Topics covered under HEOA include student financial aid, campus health and safety, student outcomes, as well as general institutional information.

Bloomsburg Student Consumer Information website:
https://www.bloomu.edu/higher-education-act-hea-student-consumer-information

Lock Haven Student Consumer Information website:
https://lockhaven.edu/about/consumerinfo.html

Mansfield’s Student Consumer Information website:
http://mansfield.edu/HEA/.
Title IX and Protection of Minors Legislation: Reporting Obligations
Commonwealth University and its faculty are committed to assuring a safe and productive educational environment for all students.

Sexual Discrimination or Misconduct and Title IX Requirements
In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972, all University officials, volunteers and employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource; or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. These reporting exceptions do not apply to report of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involved suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all University employees, officials and volunteers are required to notify the University police and the Child Line run by the Pennsylvania Department of Human Services. Reports regarding Title IX and sexual misconduct should be directed to Title IX Coordinator titleixcoord@bloomu.edu or by completing an online form on the Title IX webpage.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual assault and/or harassment can be found here: https://www.bloomu.edu/offices-directory/title-ix

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. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 800-932-0313. Immediately following the report to DHS, the mandated reporter must notify Officer in Charge at Bloomsburg by calling 570-389-2211 or 570-389-4168, as designated in the University's protection of minor's policy. No exceptions apply to this reporting obligation. Detailed information is available at:
Bloomsburg: https://www.bloomu.edu/prp-2410-background-screening-protection-minors-volunteerism
Mansfield: http://www.mansfield.edu/hr/protection-of-minors.cfm.

All student-facing policies can be found at https://www.commonwealthu.edu/student-handbook
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

Outcomes.
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 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.