

STAT 1430 SP 16: STATISTICS FOR THE BUSINESS SCIENCES

Lecturers – Any of them can help you with statistics questions no matter which lecture you're in

Dr. Rumsey: Course Coordinator, and 9:10-10:05 M/W lecturer Office hours: M 10:15-11:15, F 11:00-12:00 in Cockins Hall 227 , or by prior appointment. Contact: rumsey-johnson.1@osu.edu
Chris Bomba: 8:00 am T/Th lecturer Office Hours: M/F 8am-9am in Cockins Hall 229 . Contact: bomba.3@osu.edu
Jennifer Mann: 5:20pm M/W lecturer Office Hours: M 4:00-5:00pm in Cockins Hall 130; W 4:00-5:00pm in Cockins 420 . Contact: mann.426@osu.edu

My TA's name is _____. Their email address is: _____

NOTE: Lines of communication: We have 900 students in the class and we need to follow a certain line of communication in order to function efficiently and get you the help you need. All correspondence must be using your OSU name. # address otherwise we cannot respond. Thanks for your cooperation!

1. For any q's regarding recitation or anything relating to your graded work contact your TA first. Your TA will give you their contact information during recitation. (Their name is also on your course schedule on BuckeyeLink; use "OSU Find People" to find their contact information if you need it.)
2. For a place to ask specific statistical questions, get extra help on certain topics, or for a quiet place to study, visit the Statistics Help Room in Cockins Hall room 132. The Stat Help Room is open throughout the week. The Stat Help room is free, and is always staffed by TAs. See www.mslc@osu.edu for hours.
3. For technical help with Carmen regarding the Carmen Homework or Case Studies contact Jennifer Mann at mann.426@osu.edu.
4. For statistical help you may visit ANY of the lecturers during their posted office hours above.
5. If you have a personal issue that is confidential, requires special attention by the university, an unresolved issue, or would like a private discussion regarding your grade in the class, etc., contact Dr. Rumsey, the course coordinator at rumsey-johnson.1@osu.edu.

Course Description: Statistics 1430 is an introduction to the fundamental concepts of probability, statistics, and data analysis. Topics include surveys and experiments, numerical and graphical summaries, discrete and continuous random variables, simple linear regression, relations in categorical data, sampling distributions for means, and introduction to confidence intervals. The prerequisite is Math 1131. We assume you can do basic integration.

This is a GEC course for Data Analysis. The expected overall learning outcomes are:

Students understand basic concepts of statistics and probability, comprehend methods needed to analyze and critically evaluate statistical arguments, and recognize the importance of statistical ideas.

Textbook: You DON'T NEED to purchase a textbook for this course. The class after this one has a new book next semester. Everything you need for our course is included in our course materials.

Technology

- Calculators (any kind) are required on the exams if you don't want to do hand-calculations. You are not allowed to use your phone as a calculator during recitation or exams.
- **Data Files** from the textbook will be used in the class. You can access all textbook data sets through the Stat 1430 Carmen website.
- **Computer Software:** MS Excel 2013.
- **MAC/Microsoft 365 Online USERS:** Most of the data analysis functions we will be doing with Excel are not supported on the Mac or Online versions of Excel software. You must have access to Excel on a desktop or laptop in order to complete Case Studies. You can find Excel on any of the PCs in the campus labs. Here's a link for locations: <http://odce.osu.edu/public-computing>

Cell phones and all other electronic devices:

- **Accessing a cell phone results in loss of points during recitation activities and academic misconduct during exams.**
- **Personal laptops can be brought to recitation, and used to take notes during lecture. If you bring your laptop to recitation you cannot be doing anything other than classwork for our course on it, or you will lose points.**
- **Taking photos of anyone else's work at any time is considered academic misconduct and will be automatically submitted to the OSU Committee on Academic Misconduct!**

Stat 1430 Carmen Website: <http://carmen.osu.edu> Please check the course website frequently as new announcements and information are added all the time. You are responsible for all the information on Carmen.

Here is some of the material that we will be posting on Carmen:

- Course announcements, schedule, and other course information
- Announcements/changes/updates in the course – CHECK ANNOUNCEMENTS PAGE!!
- Lecture outlines for every lecture. Please print and bring them to lecture.
- Podcasts for each section are available. They were produced during a previous semester and hence should be used for their basic statistical content only, not for course announcements. In actual lecture you will receive important announcements, updates, additional examples, and possibly additional that is not present on the podcasts. It is your responsibility to stay up to date on what we are doing this semester.
- Step by step instructions for analyzing data in Excel 2013
- All recitation materials; solutions posted as we go along.
- Solutions for certain course materials.
- Exam review materials

Statistics Help Room: There is free help and study space available in Cockins Hall Room 132 most hours M-F. The busiest days are exam days. To avoid the rush, try to visit before exam day; even one or two days before the exam makes a big difference. For more information on the help room see <http://www.mslc.ohio-state.edu>.

Exam Information and Policies:

- **Number of exams.** There will one midterm exam and one final exam (see course schedule and course website for details on where and when they are). The final exam will be comprehensive more emphasis on those topics covered after the midterm.
- **Exam Content:** Exam questions are multiple choice / true/false, and short answer/work it out problems with interpretation. The amount of weight placed on the MC/TF vs the Short answer varies!

Computer output will appear on exams and you will be expected to use the output to answer various questions. The main priority is to have a full set of lecture notes and study them very closely. Also be sure to work as many problems as you can from the resources available on Carmen (including all recitation activities and past exams.) MC/TF requires a higher level of understanding from short answer (work it out) problems. We will give you practice with both.

- **Exam materials.** No review/cheat sheets or any other outside materials are allowed on exams. We provide a copy of the Stat 1430 formula sheet attached to each exam. The formula sheet is posted on the Carmen website. The same formula sheet will be used on every exam in this class. Statistical tables from the text will also be provided on exams as needed; they are also available on Carmen.
- You **MUST BRING** your Buck-ID, pencils (no pens please), and a scientific calculator (any type except one that can connect to the Internet) to each exam. **You will lose 5 points if you do not have a calculator or ID.**
- **Question policy during exams.** We are not able to answer questions during the exams. Questions during exams cause distraction for others. It can also create a situation where one student can get an unfair edge over the other students by asking certain questions in certain ways. **To that end, exam questions are written very clearly, to avoid misunderstanding.**
- Every attempt is made to avoid errors. However, **if you believe there is an error** on the exam, you may bring it to our attention, or write a note to us on the exam.
- **If you're late to an exam, had the wrong day on your schedule, or missed the exam for any unexcused reason, you might not be allowed to make it up and will receive a zero. If you are allowed to take a make-up, you will receive a penalty of 25% of the total points possible on the exam. Any missed exams with no communication to us within 24 hours (except for extreme emergencies) may receive a 0.**
- **Make up Exams:** If you have an emergency and are going to miss an exam please notify Dr. Rumsey as soon as possible so arrangements can be made. Please also have documentation (doctor's note, etc.) as to why you missed the exam. Your documentation must be approved prior to your being allowed to take a make-up exam.
- No early final exams unless you are a graduating senior. No exceptions! Plan your schedule in advance, including the purchase of plane tickets, so you leave AFTER our final is over.

Midterm regrade requests: If you would like us to reconsider how we graded a problem on your exam, you may submit a regrade request within one week of when the exams were returned to students in recitation. We have a formal process that must be followed in order for us to consider a regrade request:

1. Check the solutions to the exam and compare to your exam and how it was graded. We will not regrade problems that were graded in accordance with the solutions.
2. If you still have a question, use a separate sheet of paper and write down which problem(s) you want to be regraded and why. Also include your recitation day/time and your TA's name on this sheet of paper. **Do not write anything on your exam.**
3. **Your reason has to be very brief-no more than a few words. In fairness to all students, Dr Rumsey will regrade problems based on what was originally written on the exam, not what is written on your regrade request. Long, drawn out arguments will NOT be considered.**

4. Show your request to your TA. They will advise you regarding your request. They know how the problems were graded and what we were expecting.
5. If you still want to send in a regrade request, attach your request to your exam and turn it in to your TA within one week after exams were returned to students in recitation.
6. Once the deadline passes Dr Rumsey will take all regrade requests and make decisions all at once. Decisions are final. No requests will be considered once the deadline passes.
7. If you submit several questions for regrades Dr Rumsey reserves the right to regrade your entire exam. Do not request regrades for every point missed.
8. Regrade requests submitted after the deadline will not be considered. The deadline for regrades is always one week after the exams were returned in recitation.

In-class Recitation Assignments

- ✓ Each day you will work through a series of problems with a partner. Partners change every 2-3 weeks. At the end of class, each pair turns in one answer sheet. Assignments are due at the end of class.
- ✓ Questions on the assignment will cover material from the previous lecture.
- ✓ You are **REQUIRED** to bring your lecture notes to each recitation, and the notes must be **FILLED IN!!!!**
- ✓ All recitation assignments are graded.
- ✓ Each recitation assignment will be worth 10 possible points. Five possible points are given for proper participation and the other 5 possible points will come from graded problems on your assignments. You will lose the 5 participation points if the policies of recitation are broken (see below.)

Recitation Policies – TO AVOID LOSS OF 5 PARTICIPATION POINTS (out of 10):

1. Make sure you bring completely filled-in lecture notes and go over them beforehand.
 - a. **You will lose the 5 points if you do not have your filled-in lecture notes with you.**
 - b. Laptop is ok for your notes; your cell phone is not.
 - c. We do not have time to explain material from scratch and will not be able to do so in recitation. (Please note podcasts for each section are available to see before class if needed.)
 - d. **You cannot bring or take photos or copies of other people's lecture notes or any solns to problems on any assignment – that is considered academic misconduct.**
 - e. Do not bring in partially filled-in lecture notes that were clearly written at the last minute.
2. **Be on time and stay the entire time.** If you have an unexcused reason for coming late (more than 5 min) or leaving early, you'll lose the 5 participation points.
3. **Participate, work hard, and stay on task.** If you are not contributing equally to your group or are creating a distraction by surfing the internet, emailing, etc. you will lose the 5 participation points.
4. **Cell phones must be out of sight. If they are out where you can check them every few minutes, it's a distraction to you, your partner, and your TA, and you lose the 5 points.**
5. If it's an emergency, let your TA know and you can take your phone outside the classroom.
6. If you continue any of the above behaviors, we will start taking off all 10 recitation points.

Case Studies

- ✓ You will be given 4 out-of-class Case Studies (20pts each) to work on throughout the semester. They will be posted with due dates well in advance. Case Studies will involve working with real data sets using Excel, and should represent your own work – not in groups – in your own words.

- ✓ All the Excel skills you will need to complete the case studies will be worked on during recitation activities preceding the Case Study due dates.
- ✓ Submission:
 - Case studies MUST be submitted via the Dropbox on Carmen. Emailed Case Studies will not be graded.
 - Students should type their answers into a brand new Word document, and should not include a copy of the questions. (Points taken off if questions are typed in.)
 - Your final Case Study assignments should be uploaded to Carmen as PDF files.
 - Your responses should be numbered appropriately according to which question is being answered. Again, DO NOT rewrite the actual questions in your case study! Points will be lost for doing so.
 - A detailed list of instructions for completing the case studies can be found on the Carmen site. Students are expected to read these instructions thoroughly to avoid loss of points.
- ✓ Due date and Carmen time stamps
 - Case Studies will be due by 5 p.m. This means the file must start to be submitted WELL BEFORE the 5:00 p.m. deadline to avoid a penalty.
 - Carmen makes a time stamp when it receives the submission; a time stamp of 5:01 pm is considered late by Carmen.
 - Case studies that are submitted up to 1 hour late will receive a 25% penalty, and absolutely no case studies will be accepted after the 1 hour deadline.
 - We cannot be responsible for Carmen problems that occur during the submission process. Do not wait until the last minute to make your submission, and avoid late penalties.
- ✓ Points:
 - Case studies total 10% of your grade so each one is worth 2.5% of your grade.
 - NO CASE STUDIES will be dropped before the computation of final grades. You will be given a great deal of time to complete each case study.
- ✓ Avoid Academic Misconduct!
 - As part of the dropbox feature, Carmen will generate an Originality Report for each Case Study, which will compare each submitted file to all other files available in the Carmen database. The Originality Score gives the percentage that a student's file has that is similar to the work of another. TA's will examine the Originality Score for each student when grading the Case Studies; unusually high Originality Scores will be considered suspicious, and will be reported to Dr. Rumsey. If deemed suspicious enough, they may be submitted to the Committee on Academic Misconduct (COAM). Do your own work; ask if you are unclear about this policy.

Carmen Homeworks

- ✓ Approximately each week (except for Midterm week) you will have a series of MC/TF questions to answer on a 10-point Carmen Homework (labeled as a quiz on Carmen.) They will be posted approximately a week ahead of time. Once you open the "quiz", you will have 1 hour to complete it. (Do not walk away during this time – the clock keeps running.)
- ✓ You may use any materials you want to complete the homework. We encourage you to work on your own to get the most learning possible. We expect you to complete these assignments on your own outside of class. Solutions will be provided after the due date/time has passed.
- ✓ Again, Carmen HWs have a hard deadline time stamp. Do not wait until the last minute to do Carmen homeworks; if anything goes wrong, we aren't responsible.
- ✓ Instructions for how to take a Carmen "quiz" and how to find the solutions are posted on Carmen under Course Information.

Academic Misconduct:

- ✓ Academic misconduct **will not be tolerated** and will be dealt with procedurally in accordance with University Rule 3335-31-02. (This policy can be found at <http://oaa.osu.edu/procedures/1.0.html>.)
- ✓ Academic Misconduct can result in receiving an E in the class, one full grade lower in the class, and/or academic probation.

Make Up Assignment Policy - Restricted

- ✓ We do not have make-up recitations except for emergency situations or extended illnesses. We cannot have make-up recitations for every person who is ill or had to miss recitation. However to cover these situations, we do drop 3 recitation and/or homework grades (total). (See grade components section of the syllabus.)
- ✓ Save your dropped scores for when you really need them!
- ✓ **If you are on university business such as a conference, university trip, or if you are an athlete, we will accommodate you in providing make up work. Please let your TA know prior to your leaving so your make up work can be arranged. Make up work is due on the first recitation you are due back.**
- ✓ If you have an extended illness or emergency and this illness causes you to miss more than the allowed number of dropped recitations and/or quizzes, obtain documentation and see Dr. Rumsey immediately. Notification and documentation at the time of illness or within a week of returning will be required. If you will be absent on university approved business (e.g. athletes) or are observing a religious holiday, please make arrangements with your TA in advance to turn in the work you will be missing.
- ✓ We cannot add additional dropped assignments. Save the dropped recitations for when they are needed!

Keep track of your grades!!

- ✓ It is your responsibility to check the Carmen website for your recitation and exam scores.
- ✓ If something is wrong or your score is missing you must notify your TA within one week of when that item was returned to the class.
- ✓ We can't address problems regarding missing grades at the end of the semester. NO EXCEPTIONS.

Grade Components: Your final course grade will be based on the following components:

In-class Recitation Assignments and Out-of Class Carmen HW: all graded on a 10 point scale. We drop the 3 lowest scores (total) from the recitation and HW all together.	25%
Case Studies (number of Case Studies is to be determined). 20 points each. Total weight = 10% - each one worth 2.5% of your final grade. NO CASE STUDIES GRADES WILL BE DROPPED!	10%
Midterm	30%
Final Exam (Comprehensive; more weight on material after the midterm)	35%

Grading Scale:

- ✓ We fully expect final course grades to be assigned based on the grading scale below.
- ✓ We do not curve the class unless there is a major problem (which is rare.) Don't expect a curve!
- ✓ We don't move cutoffs. Many people end up close to cutoffs, but moving cutoffs only creates more people being close to the new cutoffs, etc.
- ✓ We do not give extra credit.

		B+	87% – 89%	C+	77% – 79%	D+	67% – 69%
A	93% – 100.0%	B	83% – 86%	C	73%– 76%	D	60% – 66%
A-	90% – 92%	B-	80% - 82%	C-	70%– 72%	F	below 60.0%

Email Correspondence:

- ✓ All course e-mail correspondence **must** be done through a valid OSU name.number account.
- ✓ **All emails sent to Dr. Rumsey MUST include the name of your TA, or they will be returned.**
- ✓ If you have not activated your OSU email account, you can activate your account at <https://acctmgmt.service.ohio-state.edu/cgi-bin/KRB1EntryAdd>.

Addressing Issues of Differing Abilities:

- ✓ Any student who feels they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss your specific needs.
- ✓ Students with documented disabilities should also contact the Student Life Disability Services (formerly ODS) in 150 Pomerene Hall (phone: 292-3307) to coordinate reasonable accommodations for the course.
- ✓ You **MUST BE REGISTERED** through ODS in order to receive accommodations.
- ✓ ODS forms must be given to the course coordinator (Dr. Rumsey) as early in the semester as possible to be filled out and returned to you in time.
- ✓ ODS requires at least 3 business days to coordinate an exam for someone who is already registered through ODS. For someone not registered with ODS by that time, we cannot guarantee accommodation.

Section Changes, Unpaid Fees: *The instructor and TA will not under any circumstances sign paperwork regarding section changes. See Jean Scott in the Statistics Office (408A Cockins Hall) for the policy on section changes. If your fees are unpaid, you should not be attending class. Anyone with unpaid fees at the time of the midterm will not be allowed to take the midterm exam. In fact, you will be dropped from the course. However, if there is a valid reason for your fees being unpaid (e.g., financial aid hasn't gone through), submit this in writing (with documentation of the reason) to me as soon as possible so that we allow you to take the midterm exam and do not drop you from the course.*