



DEPARTMENT OF STATISTICS
STA 2023 FUNDAMENTAL BUSINESS STATISTICS
SECTIONS 01—12 SYLLABUS SPRING 2016
3 SEM HRS CREDIT
CLASSES MEET JAN 6th to APR 22nd
MON & WED 11:15am—12:05PM Rm 101 HCB
FRIDAY RECITATIONS — see Class Times & Locations
FINAL EXAM WED APR 27th 10:00AM-12:00PM, location TBA

The following documents located under Syllabus on our STA 2023 SP16 DOCUMENTS website in Blackboard are part of this syllabus, please be sure to read them too: **Make-up Policies, Religious Holiday Sample Letter, Class Times & Locations, Tentative Pacing Schedule, Expectations.**

INSTRUCTOR INFO

Instructor: Ms. Radha Bose Office location: Rm 210C OSB Email: bose@stat.fsu.edu

Office Hours: **I will announce my office hours on Blackboard and via email each week.** If you cannot make my announced hours, I will try to meet you at a different time, email me to set up an appointment.

Blackboard Course Websites: <https://campus.fsu.edu/webapps/login>

Please check Blackboard every day for announcements.

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

~ The syllabus is intended to be an agreement between you (student) and us (instructor + TAs).

~ The presence of your name on your section roster after drop/add ends indicates that you have read and understood all of the information and documents posted under Syllabus on our STA 2023 SP16 DOCUMENTS website on Blackboard, you have had your questions about them answered, and you accept and will abide by our policies.

~ Please understand that we deal with hundreds of students each semester, and in the interests of fairness, we will not do for one student what we cannot do for all students who are likely to request the same.

~ Bear in mind that the opportunities presented in this class are made equally available to all students in the class and it is up to each individual to make the best of them.

LIBERAL STUDIES FOR THE 21st CENTURY:**Quantitative and Logical Claims**

The *Liberal Studies for the 21st Century Program* at Florida State University builds an educational foundation that will enable FSU graduates to thrive both intellectually and materially and to support themselves, their families, and their communities through a broad and critical engagement with the world in which they live and work. Liberal Studies offers a transformative experience; this course has been approved as meeting the Liberal Studies requirements and thus is designed to help you become a critical analyzer of quantitative and logical claims.

In order to fulfill the State of Florida's College mathematics and computation requirement the student must earn a "C" or better in the course.

COURSE DESCRIPTION:

Prerequisite: None, but we recommend two years of high school algebra.

Special Note: High school students who earn a "3" or better on the AP Statistics exam will be given credit for STA 2023. The course covers statistical applications in business, involving graphical and numerical descriptions of data, data collection, correlation and simple linear regression, elementary probability, random variables, Binomial and Normal distributions, sampling distributions, and confidence intervals and hypothesis tests for a single sample. The purpose of this course is to prepare students for further study and job preparation in the field of Business. It will emphasize understanding of data and interpretation of statistical analyses. It will require students to think of data, and report the results of their analyses, in context.

COURSE OBJECTIVES:

By the end of the course, students will demonstrate the ability to:

- (1) Analyze and address problems drawn from real world scenarios by applying appropriate mathematical, statistical, logical, and/or computational models or principles.
- (2) Interpret and evaluate data and information as presented in a variety of modes (such as tables, graphs, and charts), using appropriate technology. They will also be able to clearly communicate a summary of their findings to peers.

The above two competencies will be assessed in the L.S. Quantitative Assessment for STA 2023, which includes a written summary of results.

- (3) Use descriptive statistics and graphical methods to summarize data accurately.
- (4) Use inferential statistics to make valid judgments based on the data available.
- (5) Describe the goals of various statistical methodologies conceptually.
- (6) Apply statistical techniques in the context of business processes, everyday life, and further studies in their discipline.

(7) Develop a healthy skepticism toward statistical studies and their results based on a sensible consideration of the techniques employed.

REQUIRED MATERIALS

A textbook is not required for this class, however, you will need to read each set of class notes carefully after we cover them in lecture and before the quiz that follows.

Class notes: You will need to print out class notes from our Blackboard STA 2023 SP16 DOCUMENTS website and bring them to class on a regular basis, so please budget some money for printing. The current estimate of your printing costs for the entire term is \$80.00 (about 400 pages @ 20 cents/page).

Writing materials: Notepaper and sharpened pencils.

Calculator: TI-84 Plus or equivalent.

ATTENDANCE, ABSENCE AND DROP/WITHDRAWAL

~ We fully expect to see you at every class meeting. First-day attendance will be taken electronically via Blackboard, however we still expect to see you in class on the first day.

~ Drop and Withdrawal deadlines are given in the University's academic calendar at http://registrar.fsu.edu/dir_class/spring/acad_cal.htm.

~ If you miss class, we expect you to keep up-to-date with the lessons, activities and announcements by getting in touch with a classmate or with us, **and** by reading the Class Log on our STA 2023 SP16 DOCUMENTS website on Blackboard.

~ If you miss lecture, you may get the notes from your recitation TA or Radha. We will let you copy down notes two times only, so do not make a habit of missing class. We will not re-teach entire lessons, but after you have studied the material that you copied down and attempted the relevant exercises, we will help you with specific questions you may have.

~ If you miss a Friday recitation, please see the Make-up Policies and email your recitation TA ASAP.

~ If you miss the final exam, *immediately* email Radha or otherwise get a message to her and we'll take it from there.

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

EMAIL & COMMUNICATION

- ~ please check the Class Log on our STA 2023 SP16 DOCUMENTS website in Blackboard every day to keep up with what's happening in class
- ~ please check your [@my.fsu.edu](mailto:my.fsu.edu) email every day for emails from us
- ~ if you email us, please send from your [@my.fsu.edu](mailto:my.fsu.edu) account
- ~ always **include your name and your recitation TA's name** when you send email to Radha, if we need to know this information in order to answer your query, and you have not provided it, you may not get a response
- ~ send assessment-related questions at least 24 hours before the assessment is due to begin
- ~ be aware that email sent from outside the FSU domain may not get through to us, so if you send an email and you don't get a response within two working days, please try to meet us in person before class, or after class, or during office hours.

ASSESSMENT AND GRADING

WE WILL ALLOW ABSOLUTELY NO MAKE-UPS, NO EXTRA CREDIT ASSIGNMENTS, AND IN GENERAL, NO OPPORTUNITIES FOR GRADE IMPROVEMENT, AFTER THE LAST DAY OF CLASS, SO PLEASE DO YOUR BEST DURING THE TERM.

We reserve the right to impose a penalty on your assessment grade if you violate any of the guidelines below. Please read this entire policy carefully and understand it well, as exceptions will not be allowed.

Guidelines	Activities (20%)	Quizzes (50% or 30%)	Cumulative Final Exam (30% or 50%)
Signing in	YOU WILL BE ASKED TO SIGN IN AT EVERY ACTIVITY, EVERY QUIZ AND THE FINAL EXAM. PLEASE MAKE SURE YOU SIGN THE ROSTER BEFORE YOU LEAVE THE CLASSROOM!		
Type of work	Group	Individual	
Time allowed	45 mins	45 mins: please come to class 5 mins early, we will begin giving out quiz papers 5 mins before the period starts	2 hours
Communication in class	is permitted and encouraged	is not permitted	
Communication with persons outside of the classroom	is not advised	is not permitted	

During quizzes and the final exam, we will ask you to move to another seat if we suspect that you, or persons around you, are cheating. This will be a subjective judgment on our part.			
Number of times you may take the assessment	one		
Materials that you need to bring	the filled-in class notes and worked exercises	calculator, notesheet*, scratch paper and a watch to keep track of time You may not share your calculator.	
<p>* at each quiz you may use ONE self-planned self-handwritten two-sided 8½"x11" sheet of notes</p> <p>* at the final exam you may use TWO self-planned self-handwritten two-sided 8½"x11" sheets of notes</p> <p>Please do not bring typed up sheets, electronically copy-pasted collages or hard-paper cut-and-pasted collages. Please do not bring cheat sheets provided by a tutor or tutoring agency, or any other person or organization.</p>			
Materials that are <u>not</u> permitted	nothing	course materials such as class notes, exercises, etc; cell phones and other remote communication devices You may not use a cell phone as a calculator.	
Earned grade	<p>For <u>each activity</u> you will earn one of the three grades below.</p> <p>Absent — 0%</p> <p>Present — 50%</p> <p>Present and Participating — 100%</p> <p><i>Coming to class more than 15 mins late, or leaving class more than 15 mins early without completing the assigned work, counts as lack of participation, so you will receive 50% if you do so.</i></p>	Graded question by question. Graded papers will not be returned to you. Visit your recitation TA's office hours if you wish to see your paper.	Graded question by question. Graded papers will not be returned to you. Contact Radha if you wish to see your paper.
If you are present for an activity but fail to sign in your attendance, you will get a zero grade. Since we deal with large numbers of students, it will be difficult for us to recall if you were present or not, so please do not ask us to give you credit for an activity if you failed to sign in.			

<p>Please note that possession of an activity paper will not serve as proof that you were present because we freely give out the activity papers and we do not keep track of them.</p>		
Type of questions	<p>Questions that require you to perform an activity which will aid your understanding of certain statistical concepts. Activities may be cumulative in nature.</p>	<p>All quizzes and the final exam will include question types that were <u>not</u> previously presented in the class notes or exercises, but these question types will cover material that was definitely previously presented. This means that you should aim to learn the concepts and not just learn how to answer particular types of questions. Quiz questions may be cumulative, so you need to be up-to-date with all the material covered up to that point. The final exam will be cumulative.</p>
How to answer the questions	<p>Follow the instructions provided with the activity. Ask your recitation TA for clarifications or help if necessary.</p>	<p>For each question, follow the instructions provided and, unless otherwise stated,</p> <ul style="list-style-type: none"> ~ show detailed work to receive credit, ~ write your answers in the context of the "story" wherever applicable, ~ algebra, computation, logic, correct application of appropriate statistical formulas and methods, and answers given in context will be graded, not just final numerical answers. <p>You may not ask your recitation TA, or anyone else, for help.</p>
<p>At each quiz, you will be given a quiz paper only if your name is on the section roster and you will be asked to sign the roster. This means that you MUST attend the section in which you are enrolled. If you attend a different section then you will not be given a quiz paper.</p>		

Test Question Security

The following pledge will be printed on every quiz and on the final exam (wording may vary slightly). We regret to say that if you do not sign the pledge, we will not grade your paper and your grade will be zero. Please bear in mind that occurrences such as quiz or final exam question disclosures reduce the worth of the degree that you are working toward.

I pledge that I will never disclose the questions herein to anyone, and I will not discuss them with anyone other than my course instructor or my recitation TA. I understand that if I break this pledge at any time, the grade that I earn on this paper will be reduced to zero and my overall numerical course grade will be calculated, or re-calculated, accordingly, and my course letter grade will be demoted if necessary.

Missing Grades

- ~ be sure to attend the recitation section in which you are enrolled to avoid missing grade issues
- ~ check your Blackboard section website every week to make sure your latest grade has been posted, please do this even if you already know your grade
- ~ if a grade is not posted, **alert your recitation TA immediately via email**, it is important that you alert us via email so that there will be a record of the fact that you reported the matter
- ~ if you report a missing grade within two weeks after the assessment took place, we will do our best to locate your missing grade
- ~ if you report a missing grade more than two weeks after the assessment took place, we will not be able to help you and the missing grade will have to remain as a zero grade

Overall Course Grade

We do not do our grade calculations in Blackboard at all, we only use the Blackboard grade center to store and display grades. Please ignore the grade totals or averages that you may see there. All grades will be recorded as percentages, and these percentages (not points) will be used in your overall course grade calculation as follows:

- (i) calculate the average of your Activity percentages, this is your Activity Average,
- (ii) calculate the average of your Quiz percentages (omit the lowest one), this is your Quiz Average,
- (iii) overall numerical course grade = $(0.2 * \text{Activity Average}) + (0.5 * \text{the higher of your Quiz Average and your Final Exam}) + (0.3 * \text{the lower of your Quiz Average and your Final Exam})$, rounded UP to the next higher whole number.

Letter	Num.grade	Letter	Num.grade	Letter	Num.grade	Letter	Num.grade	Letter	Num. grade
FSU does not award A+		B+	87 – 89	C+	77 – 79	D+	67 – 69	F	≤59
A	≥93	B	83 – 86	C	73 – 76	D	63 – 66		
A-	90 – 92	B-	80 – 82	C-	70 – 72	D-	60 – 62		

Grading Appeals

During the course of the term, if you believe that a paper was improperly graded by your recitation TA, email them and make an appointment to go to their office to see your paper and discuss it with them. If the matter is not resolved after that discussion, then email me (Radha) and ask me to re-grade your paper.

Receiving a grade of "Incomplete"

A request for a grade of "Incomplete" will

~ NOT be granted if you have completed all of the coursework.

~ be granted only if both of the following conditions are satisfied:

- (1) you have completed all of the quizzes and activities, and
- (2) your overall average excluding the final exam is a passing grade.

STUDENTS SWITCHING SECTIONS

When you switch sections, your grades are permanently deleted from your old Blackboard section website. Always inform us before you switch so that we may keep a copy of your previously earned grades.

STUDENTS COMPLETING AN INCOMPLETE OR AUDITING

If you are auditing this course or attending it to complete an "Incomplete" earned in a previous term, make yourself known to me so that I may let you have access to our current Blackboard websites. If you are auditing, you *must* register with the University to do so. If you are completing an "Incomplete", let me know who your former instructor was so that I may inform them of your grade at the end of the term.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

AMERICANS WITH DISABILITIES

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

We will begin providing special accommodations as soon as possible after I get your letter. You must take your quizzes and final exam at the SDRC testing center, and on the same day as the other students take them in class. If you need to take a quiz or the final exam on a different day, please talk to me (Radha) about it first. Please do not schedule a quiz or the final exam for a different day without first clearing it with me (Radha). If you choose to take a quiz or the final exam in the regular classroom or at some other location, you forfeit your special accommodations and you must comply with the rules that the other students follow. In particular, we will not be able to allow you extra time in the regular classroom. You may choose to complete the activities in class or at the SDRC testing center. Please note that some activities are designed to be group efforts, so you may not fully grasp the learning objectives if you do them on your own. In my experience, however, students with disabilities have always elected to complete the activities in class and have not had significant problems doing so. Classmates are generally co-operative and helpful. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center

874 Traditions Way, 108 Student Services Building
Florida State University, Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>