



Spring 2024

Florida State University, Department of Statistics

Main office 214 OSB, phone 850-644-3218.

FSU Police non-emergency: 850-644-1234.

Emergency: 911.

All times stated on the syllabus, on Canvas, in my emails, etc, will be Eastern Time.

Course Information

Name: Fundamental Business Statistics

Course Code: STA 2023 Section: 0015, 0031

Credit-hours: 3

Prerequisites: 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 can be given credit for STA 2023.

Format: F2F

Class Meeting Days, Times, Locations:

- **Section 0031** MWF 9:20-10:10 AM OSB 110
- **Section 0015** MWF 10:40-11:30 AM OSB 108

Final Exam Day & Time: Monday April 29th, 3:00-5:00pm.

Students will need to follow the University's current health and safety guidelines when they attend class.

Please note that, for each class period, if no students show up within the first 15 minutes, or if there is ever a 15-minute stretch of time when no students are present, then the rest of the period will be cancelled. The next lesson will begin where the cancelled period would have left off, and the next assessment will include the material that would have been taught in the cancelled period.

Instructor Information

Name: Madelyn (Maddie) Clinch

Email: mcc21k@fsu.edu

You may expect a response from me within two work days in Fall/Spring, or one work day in Summer.

Office Hours & Locations: Wednesday 12:00 PM – 1:00 PM OSB 333

If you are unable to come at this time, please email me to set up an appointment.

Course Access

- Course website: <https://canvas.fsu.edu>

- Canvas Support

Email: canvas@fsu.edu

Phone: 850-644-8004

Website: <https://support.canvas.fsu.edu/home/>

Hours: 8am-5pm, Mon-Fri

- Please turn on the course notifications on Canvas by going to Account/Notifications and selecting the *Notify immediately* option for all of the items under Course Activities.
- Please check your FSU email, your Canvas Inbox, and the course announcements on Canvas every day.
- If you communicate with me via email, please use your [@fsu.edu](mailto:your_email@fsu.edu) account.
- We will not use an online proctoring service.

Course Description

This 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.

Learning Objectives

This course has been approved to meet FSU's Liberal Studies **Quantitative and Logical Thinking** requirements and helps you become a critical analyst 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.

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

1. Select and apply appropriate methods (i.e., mathematical, statistical, logical, and/or computational models or principles) to solve real-world problems.
2. Use a variety of forms to represent problems and their solutions.

The above two competencies will be assessed in the Liberal Studies Quantitative Assessment (LSQA) which may include a written summary of results. The LSQA forms a mandatory ten percent of the course grade. If you do not take it, you will not be permitted to pass the class, regardless of how well you perform on the other assessments. The LSQA will be an online assessment graded for accuracy; two attempts will be allowed; collaboration is not permitted; no internet sources are allowed apart from the course Canvas.

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 personal computer, reliable internet connection, and Chrome or Firefox browser.
- A TI-84 Plus or equivalent calculator. We will teach you how to use a TI-84 series calculator, but we cannot promise to be able to help with any other type of calculator.

A textbook is not required for this class. The instructor will post all required course notes and exercises on Canvas. Please note that the materials provided by the instructor were put together for your individual use only. We ask that you do not distribute the materials to third parties. If you seek help from someone other than the instructor or TA, you may allow your helper to see the materials, but please do not allow them to

take pictures or make copies or in any other way take our material. We appreciate your co-operation in protecting our material. Thank you!

Additional Resource

The following free online textbook is an additional resource that you might find useful: Introductory Statistics from OpenStax, Print ISBN 1938168208, Digital ISBN 1947172050,

www.openstax.org/details/introductory-statistics.

Video/audio recordings

Please note that any recordings provided by the instructor are the property of Florida State University and are being made available only to the students enrolled in this class. Students are not permitted to share the recordings with any person or entity outside of this class. Copyrights of the recordings are reserved by the creators of the recordings and Florida State University.

Note on Technology-dependent Assessments

This course is technology-dependent. While we will do our best to work with you on technology issues, please be aware that if you take an assessment but we can find absolutely no record of the fact, then we will not be able to give you credit for it. Please do not use Safari when you take assessments on Canvas, please use Chrome or Firefox.

Completing missed assessments in order and in a timely manner so that you can stay on track

Please note that missed assessments must be completed in order. Therefore, an extension on a specific assessment will not be granted if you have prior outstanding assessments. For example, if you request an extension on Assessment 8 but you did not complete Assessment 3, then you will be denied an extension on Assessment 8 until you have completed Assessment 3. The last day of classes will be the deadline for all assessment submissions, including assessments where extensions were granted, but not including the final assessment. In addition, since this is a semester-long college course, designed to be taken one step at a time throughout the semester rather than hurriedly over the span of a few days, or a few weeks, we will not allow extensions on due dates during the last two weeks of classes unless you have completed at least eighty percent of the assessments given up to that point, including the LSQA. For example, if the LSQA and nine other assessments have been given by the start of the last two weeks of classes, then you will need to have completed the LSQA and at least seven other assessments in order to receive any extensions on due dates during the last two weeks of classes.

Grades

Assessments that are not completed will receive a grade of zero. When a makeup is completed, the zero will be replaced with the earned grade. If you believe that the grade you received on an assessment is incorrect, please bring it to my attention within two work days after the grade has been made available to you. If no issues are raised during that time frame, then it will be assumed that the grade is accepted and subsequent requests for a grade review may not be granted. You will be allowed a second attempt on some of the online assessments so that you can correct any errors you may spot after you submit the first attempt. We will generally not provide assistance with the material between attempts.

Assessments (all are online on Canvas)	Weight
Collaboration Quizzes (CQ): • Collaboration is allowed and encouraged. • Unlimited attempts are allowed for each quiz. • Quizzes will not be graded for accuracy. Full credit will be awarded if there was a good faith attempt on the quiz and the quiz was submitted by the due date specified by the instructor. A good faith attempt means ALL the questions are answered. Each CQ will be manually checked by the instructor within a week of the deadline. • Two collaboration quizzes can be dropped. • Each collaboration quiz will be due Friday 11:59pm before the Sunday that the corresponding IQ is due.	15%
Liberal Studies Quantitative Assessment (LSQA): • Collaboration and internet sources (except the course Canvas) are NOT permitted. • Cannot be dropped but 2 timed attempts are allowed. • If you do not take the LSQA, you will not be permitted to pass the class, regardless of how well you perform on the other assessments. • The LSQA will be available from Thursday 12:01am until Sunday 11:59pm after the relevant chapter has been completed in lecture.	10%
Individual-Work Quizzes (IQ): • Collaboration and internet sources (except the course Canvas) are NOT permitted. • 2 attempts allowed for each quiz. • The One-Sample Confidence Interval individual quiz and the One-Sample Hypothesis Tests IQs cannot be dropped. • Of the other individual-work quizzes, the lowest two percentage grades will be dropped. • Each IQ (not including the final IQ) will be available from Thursday 12:01am until Sunday 11:59pm after the relevant chapter has been completed in lecture.	70%
Attendance	
• Attendance will be taken on lecture days. Lecture days include every class day except days used for collaboration quizzes. • You will be marked present (1) or absent (0). • Attendance points will be awarded only if the student is present for the entire class period. • Absences will be excused with valid documentation. • Two grace days given. • Attendance grade will be computed as: $\frac{\text{Total Presents}}{\text{Total Attendance Checks}-2} * 100$ • Attendance grade will be capped at 100%	5%
Total	100%

- During assessments you are permitted to use any and all materials obtained from the course Canvas, including calculator videos, notes, exercises, etc.
- Assessments that are not completed will receive a zero.
- If you believe that a correct answer was marked as incorrect on a quiz, please send an email about it within two work days after you submit the quiz. If it turns out your answer was correct, you will be given credit for it.

- No make-ups, extra credit assignments, or any other opportunities for grade improvement will be allowed.
- Please ignore the grade totals or averages that you may see on the course website; they are not correct and unfortunately it is not possible to disable them. In this class, we only store and display individual assessment grades on the course website, we do not do calculations there.
- All grades will be recorded as percentages, and these percentages (not points) will be used in your overall course grade calculation: $(\text{CQ Average} * 0.15) + (\text{LSQA} * 0.10) + (\text{IQ Average} * 0.70) + (\text{Attendance} * 0.05)$
- Your letter grade will be selected from the table below after rounding the overall numerical course grade UP to the next higher whole number.

Grading scale (percent)

Your letter grade will be selected from the grading scale below after rounding your overall numerical course grade up to the next higher whole number.

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

A request for a grade of “Incomplete” will

~ not be granted if you have completed the coursework, including the assessments that cannot be dropped and excluding the drops and allowable absences.

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

- (1) the only assessment that you have yet to take is the final assessment, and
- (2) your overall average excluding the final assessment is a passing grade (70% or above).

Final Exam Rescheduling Policy

(“Final Exam” means final exam or final test or final quiz or other final assessment)

You may not take the final exam before final exams week. Individual students who need to reschedule the final exam for a different time during final exams week should talk to me about it first to get my approval and then fill out and follow the instructions on the “Request to Reschedule a Final Examination” form at [https://artsandsciences.fsu.edu/sites/g/files/upcbnu321/files/2022-01/Request to Reschedule 01032022.pdf](https://artsandsciences.fsu.edu/sites/g/files/upcbnu321/files/2022-01/Request_to_Reschedule_01032022.pdf).

The form needs to be submitted to the College of Arts and Sciences before 5pm on the last day of classes. If you experience a documented emergency that prevents you from observing the deadline, contact me as soon as you are able to, 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 written excuse. Consideration will also be given to students whose dependent children experience serious illness.

Drop and Withdrawal deadlines are given in the University’s Academic Calendar at <https://registrar.fsu.edu/calendar/>.

If you are absent often or absent for an extended period of time, and/or you do not respond to emails from the instructor over an extended period of time, the instructor reserves the right to deny access to assessments or limit the number of allowed attempts until attendance and/or contact is resumed.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's 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/academic-resources/academic-integrity-and-grievances/academic-honor-policy>)

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

Americans with Disabilities Act

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course. Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and (3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
 874 Traditions Way
 108 Student Services Building
 Florida State University
 Tallahassee, FL 32306-4167
 (850) 644-9566 (voice)
 (850) 644-8504 (TDD)
oas@fsu.edu
<https://dsst.fsu.edu/oas>

Academic accommodations will be provided as soon as possible after email notification from the OAS is received. Academic accommodations are not retroactive, so they will not apply to lectures/lessons and assessments that took place before the notification was received.

Sexual Misconduct and Title IX Reporting

As an instructor, I am obliged to report all instances of sexual misconduct and other Title IX issues that I become aware of to the University's Title IX Director; I cannot hold such information confidential. If you would like to discuss your situation in confidence, you may contact the Victim Advocate Program (<https://dos.fsu.edu/vap/>), Counseling & Psychological Services (<https://counseling.fsu.edu/>), the Employee Assistance Program (<https://eap.fsu.edu/>), University Health Services (<https://uhs.fsu.edu/>), or pastoral counselors. If you would like to submit a report to the University's Title IX Director, please go to <https://report.fsu.edu/>.

Confidential Campus Resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A, Rm. 4100

(850) 644-7161

Available 24/7/365

Office Hours: M-F 8-5

<https://dsst.fsu.edu/vap>

Counseling and Psychological Services (CAPS)

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling and Psychological Services

250 Askew Student Life Center

942 Learning Way

(850) 644-TALK (8255)

Walk-in and Appointment Hours:

M-F 8 am – 4 pm

<https://counseling.fsu.edu/>

Services at UHS are available to all enrolled students residing in Florida:

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center

for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention. For more information, go to uhs.fsu.edu.

University Health Services
Health and Wellness Center
960 Learning Way
Tallahassee, FL 32306
Hours: M-F, 8 am – 4 pm
(850) 644-6230
<https://uhs.fsu.edu/>

Disaster

At times of severe weather or other disasters, please check your FSU email, your text messages, the Seminole Safe App and FSU Alerts (<https://alerts.fsu.edu/>) as often as you can to keep yourself informed. In the absence of internet access, you may call 850-644-4636 for updates. Check for the latest information every day before you leave home so that you will not miss any last minute announcements. If the University closes due to a disaster, we will all be informed via the above means, and classes and office hours will be automatically cancelled even if I don't announce it. As long as the University remains open, classes will be held. However, please practice safety first. If it will be unsafe or impracticable for you to come to class or complete an assignment due to the effects of a disaster, please do not attempt to do so. You will not be penalized, we will work with you.

You can sign up to receive alerts via SMS text messages here: <https://emergency.fsu.edu/services/fsu-alert-emergency-notification-warning-system/fsu-alert-sms-text-messages>.

See here for other ways in which FSU delivers warnings: <https://emergency.fsu.edu/services/fsu-alert-emergency-notification-warning-system>.

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.

Classes Subject to HB233 Recording

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state laws. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you to refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recordings so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.