



Spring 2023

Florida State University, Department of Statistics

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

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

Emergency: 911.

Course Information

Name: Fundamental Business Statistics

Course Code: STA 2023 Section: 0014

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: MWF, 8:00am-8:50am, HCB 207

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

Final Exam Day & Time: Monday May 1st, 3:00-5:00pm.

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

Instructor Information

Name: Madelyn Clinch

Email: mcc21k@fsu.edu

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

Office Hours & Locations: Monday 9:00am-10:00am in OSB 333. If you are unable to come at this time, please email me to set up an appointment.

Grader Information

Name: Hanwen Hu

Email: hh19j@fsu.edu

Please be aware that all Teaching Assistants who have been assigned to work with the instructor of this class will have access to your grades and academic accommodations information since it is not possible for the instructor alone to perform all the duties related to grading and the provision of academic accommodations.

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 account.
- We will not use Honorlock.

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 includes 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 provide all required course notes and exercises. Please note that the materials provided by the instructor were put together for your individual use only. While you may share these materials with classmates, we ask that you do not share them with third parties who are not enrolled in this class. If you seek help outside of class, you may allow your helper to see the materials, but

please do not allow them to make copies or in any other way take our material. We appreciate your cooperation 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 assessments in a timely manner so that you can stay on track

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 therefore 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. Please note that the assessments need to 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 but you may receive an extension on 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.

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.

Assessments (all are online on Canvas)	Weight
Liberal Studies Quantitative Assessment (LSQA): <ul style="list-style-type: none"> • Collaboration and internet sources (except the course Canvas) are NOT permitted. • Cannot be dropped but 2 timed attempts are allowed. • <i>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.</i> • The LSQA will be available from Thursday 12:01am until Sunday 11:59pm after the relevant chapter has been completed in lecture. 	10%
Quizzes: <ul style="list-style-type: none"> • Collaboration and internet sources (except the course Canvas) are NOT permitted. • 2 attempts allowed for each quiz. • The One-Sample Confidence Interval quiz (Q10) and the One-Sample Hypothesis Tests quiz (Q11) cannot be dropped. • Of the other timed quizzes, the lowest two percentage grades will be dropped • Each TQ (not including the final timed quiz) will be available after the relevant chapter has been completed in lecture and will be open for 3 weekdays. 	75%
In-Class Exercises	
<ul style="list-style-type: none"> • In-class worksheets will be completed after each module. • Collaboration is allowed and encouraged on exercises. • Exercises will not be graded for accuracy. • Full credit will be awarded if there was a good faith attempt on the exercises. • Two worksheets can be dropped. • $\frac{\text{Total Assignments Completed}}{\text{Total Assignments Given} - 2} * 100$ • Grade will be capped at 100%. 	10%
Attendance	
<ul style="list-style-type: none"> • Attendance will be taken on lecture days. Lecture days include every class day except days used for in-class exercises. • You will be marked present (1) or absent (0). • 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 all materials obtained from the course Canvas, including calculator videos, notes, exercises, etc.
- Assessments that are not graded 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 24 hours after you submit the quiz. If it turns out your answer was correct, you will be given credit for it.
- No 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: (In-Class Exercises * 0.10) + (LSQA * 0.10) + (Quiz Average * 0.75) + (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

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.

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 above 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 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 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 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/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 accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet 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 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 verification 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 Askew Student Life Center, 2nd floor 942 Learning Way (850) 644-8255 https://counseling.fsu.edu/	University Health Services Health and Wellness Center (850) 644-6230 https://uhs.fsu.edu/
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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 don't 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 still be on. 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 law. 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 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 recording 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.