



# SYLLABUS

## STA 2023: Fundamental Business Statistics

Florida State University • Department of Statistics • Spring 2019

**This syllabus serves as an agreement between the students and the instructor with respect to the course and its policies. The contents of the syllabus will be used to resolve any issues or concerns that may arise during the course. Students are expected to be familiar with the contents of the syllabus.**

### Class Information

Class Section: STA 2023 Fundamental Business Statistics, Section 15

Class Meeting Time: MWF 10:10am – 11:00am

Class Meeting Dates: January 7, 2019 – April 26, 2019

Class Location: OSB 110

### Instructor Information

Instructor: Disa Yu

Instructor email: disa.yu@stat.fsu.edu

Office: OSB 201G

Office Hours: Mondays 11:10am – 1:10pm

### Course Description

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

*Credit Hours:* 3

*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

This course has been approved to meet FSU's Liberal Studies Quantitative and Logical Thinking requirements and is designed to help 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.
- (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

- Graphing Calculator (TI-83 family or TI-84 family recommended)
- Lecture notes will be provided on Canvas
- No textbook necessary

### Student Conduct Expectations

- 1. I am expecting to dedicate a notable amount of time towards preparing for this class; in the form of refining and editing the class notes, preparing each lecture, preparing and grading homeworks and exams, meeting with students during my office hours etc. In return, I expect students to dedicate a notable amount of time towards this class; in the form of coming to class, reading and reviewing the class notes after each lecture, doing the homeworks, studying for the exams etc.**
- 2. Please be proactive about your learning. It is a good idea to review the class notes after each lecture. If you don't understand something, please be proactive about finding a way to understand it— by re-reading the notes and looking at the in-class examples, asking a classmate, asking me after class or during office hours, asking a tutor, reading about it in a statistics textbook (from the library), reading about it online etc.**
- 3. Please note that consistently not coming to class or leaving class early is rude and disrespectful to the instructor. Having your phone out and looking at it the whole time is likewise rude. Note that by "leaving the class early," I mean just taking all your stuff and leaving. I don't mind if students need to temporarily step outside the classroom to use the bathroom or answer an important phone call etc.**

- 4. If you are not performing as well as you would like to, or are concerned about your grade in the class, please be aware that you may come talk to me and we can discuss strategies for performing better or discuss your prospective class grade.**

### Grading

**The Academic Honor Policy applies to all graded material in this class. Students are expected to follow the Academic Honor Policy when working on all graded material.**

- Homework 15%
  - Homework will be assigned on a weekly basis. Homework will be graded for completion according to the following 3-point scale: 3pt for "Complete", 2pt for "Somewhat Complete", 1pt for "Marginally Complete", 0pt for "Not Complete or Not Submitted"
  - Resources that may be used when doing the homework: class notes, working together with classmates, the internet, etc.
  - Directly copying someone else's homework solution or directly copying a solutions manual is a violation of the Academic Honor Policy.
  - Homework solutions will be posted after the homework is returned
- Midterm Exam 35%
  - Students will be allowed one note sheet (front and back, on standard size 8.5" by 11" copy paper). The note sheet must be handwritten and written by the student who is using it. Students are also allowed their graphing calculator for the exam. No other resources may be used for the exam.

- Liberal Arts Quantitative Studies Quiz 10%
  - Students will be allowed one note sheet (front and back, on standard size 8.5" by 11" copy paper). The note sheet must be handwritten and written by the student who is using it. Students are also allowed their graphing calculator for the exam. No other resources may be used for the quiz.
- Final Exam 30%
  - The STA 2023 block final exam will be on **Monday April 29, 3:00pm to 5:00pm**. The location of the final exam will be confirmed closer to the final exam date. (A block exam means that all sections of the course will have their final exam at this time, but each instructor will set his or her own exam paper.)
  - Students will be allowed two note sheets (front and back, on standard size 8.5" by 11" copy paper). The note sheets must be handwritten and written by the student who is using it. Students are also allowed their graphing calculator for the exam. No other resources may be used for the exam.
- Attendance 10%
  - There will be occasional attendance checks, where students will receive 1 point if they are present in class and 0 points if they are absent.
  - The attendance checks will likely occur in the form of signing a class roster
  - Students will not be penalized for excused documented absences; they will still receive the 1 point in this case.
  - The one lowest attendance grade will be dropped.

Grades will be posted as percentages in Canvas in a timely manner. The final course percentage grade will be calculated according to the weights indicated above. A final letter grade will then be assigned as outlined in the table below.

A : 92.5% or above	A- : 92.4% - 89.5%	B+ : 89.4% - 86.5%	B : 86.4% - 82.5%
B- : 82.4% - 79.5%	C+ : 79.4% - 76.5%	C : 76.4% - 72.5%	C- : 72.4% - 69.5%
D+ : 69.4% - 66.5%	D : 66.4% - 62.5%	D- : 62.4% - 59.5%	F: 59.4% or below

#### University Attendance Policy and Class Make-up 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.

**In order for absences to be considered excused absences, documentation of the excused absence must be provided to the instructor. This documentation must be provided to the instructor before an assignment or assessment make-up can occur.**

**For certain excused absence situations where documentation is difficult to obtain, such as absence due to religious holidays or absence due to the attendance of a funeral, a self-written and self-signed letter will suffice as adequate documentation. The instructor will decide, on a case-by-case basis, in which situations a self-written and self-signed letter will suffice as excused absence documentation, and in which situations more formal documentation will be required.**

**If adequate documentation does not accompany the absence due to an excused absence reasons listed above (e.g. documented illness, official university activities etc.), then the absence will be considered an unexcused absence.**

**It is recommended that students submit excused absence documentation as soon as possible after the absence, in order to meet the make-up due-dates listed below, as documentation must be provided to the instructor before an assignment or assessment make-up can occur.**

- For **excused documented absences**, the midterm exam and LSQA quiz may be made up, with no grade penalty, within 1 week after the date(s) of the documented excused absence, during my office hours
- For **excused documented absences**, homework may be turned-in, with no grade penalty, within the 2 class sessions immediately after the date(s) of the documented excused absence
- To receive attendance credit for **excused documented absences**, the documentation must be submitted within 1 week of the original attendance check date
- Make-ups for **unexcused absences** are not guaranteed and will be considered on a case by case basis. If make-ups for **unexcused absences** are granted, they will likely be for partial credit.
- **No make-ups will occur after the last day of class**

#### Grade Appeal Policy

If you disagree with a grade that you received, please email the instructor with a re-grade request within 1 week of the day that the graded assignment was returned. Otherwise, the grade that you originally received will be used to compute your final grade. Exceptions will be made for grading errors on part of the instructor.

### 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>.)

### Americans With Disabilities Act

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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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](mailto:sdrc@admin.fsu.edu)

<http://www.disabilitycenter.fsu.edu/>

### Sexual Misconduct and Title IX Reporting

As an instructor, I am obliged to report all instances of sexual misconduct that I become aware of; 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/>), the University Counseling Center (<https://counseling.fsu.edu/>), the Employee Assistance Program (<https://eap.fsu.edu/>), or University Health Services (<https://uhs.fsu.edu/>).

### 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 will need to

- (i) talk to me about it first and get my permission to reschedule,
- (ii) fill out the “Request to Reschedule Final Examination” form at

<https://artsandsciences.fsu.edu/students/undergraduate/forms-requiring-deans-approval/rescheduling-final-examination> and take it to the Dean of Arts and Sciences office at 010 LON to get it approved, and

- (iii) bring the approved form back to me ***by 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.

### 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.