

**STA 2023 STATISTICAL METHODS  
SPRING 2014**

**COURSE SYLLABUS**

**INSTRUCTOR:** Mrs. Sonya Lenhof

**E-MAIL:** [slenhof@valenciacollege.edu](mailto:slenhof@valenciacollege.edu) Please write the course and time your class meets in the subject line to expedite your response. This also avoids the possibility of your email being filtered.

**OFFICE:** Building 1, room 358

**STUDENT ENGAGEMENT HOURS:** MW from 7:25am–8:25am, 12:00pm–12:30pm  
TR from 7:25am–8:25am, 9:50am–10:20am, 10:25am–11:25am (in 1-377), 12:50pm–1:20pm  
F from 8:45am–9:45am in building 4, math support center

**Online:** MWR from 8:00pm–9:00pm via e-mail, [slenhof@valenciacollege.edu](mailto:slenhof@valenciacollege.edu)

College meetings may interfere with the times posted, therefore it is wise to call/e-mail before making a special trip to my office. E-mail is the best way to get in contact with me. Do not feel restricted by the above times: e-mail me at any time and I'll try to get back with you as soon as I can. Include in your emails the days/times that we meet for class. Also include your Valencia Identification Number (VID) when discussing your grades.

**PHONE:** 407-582-2240 (If you leave a voice mail message I also receive notification via email)

**WEBSITE:** <http://faculty.valenciacollege.edu/slenhof>

**COURSE DESCRIPTION:**

Statistical Methods – STA 2023

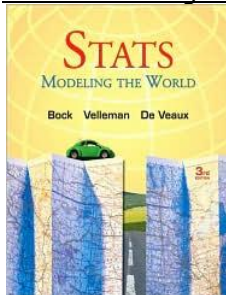
Credit Hours: 3

Prerequisite: Minimum grade of C in either STA 1001C, MAT 1033C, or MAC 1105 or satisfactory score on an approved assessment.

Course Description: Introductory statistics course covering collection, description, and interpretation of data. Topics include sampling, summarizing data graphically and numerically, probability distributions, confidence interval estimation, hypothesis testing, correlation and regression. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if STA 2023 is used to satisfy Gordon Rule and general education requirements.

**REQUIRED MATERIALS:**

**Text:** Stats – Modeling the World, Third Edition, by Bock, Velleman, De Veaux.



ISBN: 978-0-3215-7044-4

**Calculator:** Graphing Calculator (**TI-83 or TI-83+ or TI-84 recommended**). The instructor will be using a TI-84 for classroom demonstrations. A different calculator may be used, but the instructor may not be able to assist.

**Optional:** Student solutions manual is available but is optional.

**SUPPORT MATERIALS:**

There is tutoring available in Building 4, first floor (IMC). The Math Support Center (Building 4-108) is a helpful!

**CLASS POLICIES:**

**ATTENDANCE:** Attendance is required at your assigned class time. You are expected to attend every class, be punctual, and complete all assignments. **You are responsible for all work presented when you are absent. I do not withdraw students due to non-attendance; it is your responsibility to handle such matters.** Regular attendance and participation are significant factors to promote success in the course.

**CLASS PARTICIPATION:** Students are encouraged to participate actively and ask pertinent questions during class. Courtesy will always be observed. You should expect to spend 5-6 hours outside of class time each week preparing (reading, taking notes, completing homework, etc) for this course.

**CELL PHONES, BEEPERS, WATCH ALARMS, MUSIC & ELECTRONIC DEVICES:**

Please turn off all these devices before you come to class. They are a huge distraction and will not be allowed during class time. If a phone rings and is answered, that student will be asked to leave class and will be considered absent for the day.

**CLASSROOM COURTESY**

It is courteous to arrive to class on time, pay attention, participate in class discussions, and respect others' opinions and learning styles. If you are disruptive, you will be asked to leave the class and will be responsible for all material covered in your absence. ***Please place your cell phones on silent or turn them off, place them in your backpack or under your chair, and refrain from using them or sending/reading text messages during class.*** All other electronic devices are to be turned off and placed in your backpack or under your chair for the duration of the class.

**ELECTRONIC COMMUNICATION**

Outside of class our communications will take place through your Atlas e-mail. Please note that any notifications of excessive absence, course progress, along with communications from me, are through Atlas. I regularly send updates on class assignments/schedule through e-mail. You are expected to check your ATLAS e-mail **at least once before each class** to ensure that you have the most current information. When you send an e-mail message, please check your spelling and grammar. Also refrain from using abbreviations or acronyms, in other words, please do not send text messaging style e-mails. Computers are available for your use on the first floor of building 4.

**EMERGENCY CONDITIONS:**

To verify that the college is open and classes are being held, please call 407-582-1692 or sign up for Valencia Alert: Emergency Messaging System found on the Atlas homepage. You can also check the Valencia website or the local TV and radio news. If the college is open, I will hold class!

**CHAPTER READING/HOMEWORK/QUIZZES:**

Before coming to class you should read the assigned material and take notes; outlining important details, identifying unclear concepts, etc. Periodically, in Blackboard, there will be a quiz on the material you have read. You will see a notation in the course calendar letting you know there is a quiz to take. The quiz must be completed any time before class meets on the dates indicated. When homework is assigned it is to be completed by the next class meeting so students may ask questions. Homework is not graded, however quizzes will be given on the homework – the quizzes will be approximately 10 minutes in length and may or may not be announced. The **ONLY** aid permitted during these quizzes is your **OWN** notebook. You will **NOT** be able to make up a quiz under any circumstance!! You are either present at the time a quiz is given and receive a grade, or, you are not present and will receive a **"0"** (zero). Your lowest quiz grade will be dropped. Completion of homework on a regular basis is crucial to your success in this course. Keep your worked problems in a notebook in an organized fashion to optimize the help your notebook can provide during a quiz. As this is an applied class, be sure to answer all questions thoroughly, explaining your answers. It is your responsibility to bring your notebook to class each day. Using the textbook, another person's notebook, or other unauthorized sources during a homework quiz is considered cheating. Check all the answers to your homework problems and rewrite those that are incorrect. I encourage you to work with other classmates.

**EXTRA CREDIT:**

Students asking for extra credit will not receive any. On VERY RARE occasions, the instructor may decide to provide extra credit for attendance on certain days of class (one or two points) or for other reasons. This decision is solely up to the instructor, and it is a distinct possibility that extra credit will not be provided at all during the semester. Basically, students should not expect extra credit for the course.

**PROJECTS:**

You will have 5 short projects, lowest will be dropped, designed to reinforce current topics being covered. The data will either be provided or collected during class. In general, these projects will be completed during class however; on occasion you may have to finish it at home to turn in at the next class meeting.

## EXAMS:

The instructor reserves the right to reassign seating without explanation for any student(s) at any time during a testing situation (including the Final Exam). Storing notes, formulas, problems, etc. in the calculator is considered academic dishonesty. The instructor reserves the right to inspect any item on a student's desk (including calculator memory) during any testing situation (including the Final Exam).

*Tests:* You will have 4 tests during the semester. The **ONLY** aid permitted during tests is your calculator, no notes will be allowed. Each test will emphasize new material, but may also include questions on any topics discussed earlier. Tests will be given during class time. Each test will be worth 100 points. **There will be no makeup tests (except for jury duty and military service excuses only, with proper documentation required).** If you know ahead of time that you have to miss a test, arrangements may be made to take the test early (with the instructor's permission).

*Final Exam:* There will be a comprehensive Final Exam in this course. ***If one test score is lower than your final exam score, then your final exam score will be used in place of the lower test score. This is designed for emergencies but the replacement still occurs even if the student has taken all the tests (and provided that the Final Exam score is higher). This replacement will not occur for more than one test.*** The exam will be given in our classroom. The final exam will be worth 100 points and will be on the appropriate day listed on the schedule/calendar. **Following Valencia policy, failure to take the final exam automatically results in a recorded grade of F.** If a student misses two or more tests then the student may request that the instructor withdraw him/her (also, see the Withdrawal Policy section of this syllabus). The student's request is mandatory as the withdrawal by the instructor will not automatically occur. This request must be submitted in an email, that includes the student's Valencia Identification Number (VID) and is received by the instructor no later than the Friday of the last week of regular class (NOT Final Exam week).

## VALENCIA I.D. CARDS

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

## ACADEMIC HONESTY:

I take academic honesty very seriously. You are allowed to work together on homework and class activities. You are **not** allowed to work together on quizzes/tests/exams. All work on quizzes/tests/exams should be your own without any outside assistance, except for assistance furnished by me. If you are caught cheating, you will, at a minimum, receive a zero on that assignment. *Receiving information from as well as giving information to another student is considered cheating!* **Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at <http://valenciacollege.edu/pdf/studenthandbook.pdf>.**

## EXPECTED STUDENT CONDUCT IN THE VALENCIA STUDENT HANDBOOK:

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

## COMPUTER/EQUIPMENT USE POLICY

Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden.

Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

#### **COMPETENCIES OF A VALENCIA GRADUATE:**

1. Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating knowledge.
2. Communicate by reading, listening, writing, and speaking effectively.
3. Make reasoned value judgments and responsible commitments.
4. Act purposefully, reflectively, and responsibly by implementing effective problem solving and decision making.

**STUDENTS WITH DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor as soon as possible, preferably during the first week of class, so that accommodations can be made in a timely fashion. The OSD letter cannot be retroactively applied. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Contact information for OSD East Campus:

<http://valenciacollege.edu/osd/default.cfm>

Building 5, Room 216

Phone: 407-582-2229

Fax: 407-582-8908

TTY: 407-582-1222

Mon-Thurs 8:00am – 5:00pm

Tues 8:00am – 6:00pm EAST campus only

Fri 9:00am – 5:00pm

**WITHDRAWAL: Don't just stop coming to class! If you decide to withdraw, you must follow the proper procedure (see "Atlas" for details).** Students should familiarize themselves with Valencia College's withdrawal policy. Students may withdraw at any time until the withdrawal deadline, **March 21, 2014**, and receive a "W". After the deadline, students will receive the grade they earn.

#### **COURSE GRADE CALCULATION:**

Quizzes (lowest score will be dropped)	100 Points
Projects (4 @ 25 points each)	100 Points
Tests (4 @ 100 points each)	400 Points
Final Examination	100 Points
<b>Total Points Possible</b>	<b>700 Points</b>

The course grade in STA 2023 will be determined by taking the total points earned divided by the total points possible to calculate a percent average. The following scale will determine your letter grade:

**A: 90 – 100%** ( $\geq 630$  Total Points)

**B: 80 – 89%** (560-629 Total Points)

**C: 70 – 79%** (490-559 Total Points, Minimum Grade to Pass this Course)

**D: 60 – 69%** (420-489 Total Points, This Grade will Require You to Repeat this Course)

**F: below 60%** ( $\leq 419$  Total Points, This Grade will Require You to Repeat this Course)

#### **DISCLAIMER:**

Changes in the syllabus, course calendar, evaluation procedure, homework assignments, and/or any other document provided by the instructor may be made at discretion of Ms. Lenhof. In case you are absent, **it is your responsibility** to find out what, if any, announcements or changes are made.