Grayson College Mathematics Department
Spring 2017 Faculty Instructor's Syllabus

Professor's Name: Dayna Ford **Office Location:** SC-114C (Math Hub) **Phone:** 903-415-2622

Email: fordd@grayson.edu **Office Hours:** Mondays & Wednesdays 9:00AM – 12:00PM,
Mondays & Wednesdays 1:00PM – 2:00PM
Tuesdays & Thursdays 11:00AM – 11:30AM (LA 201)
Tuesdays & Thursdays 4:30PM – 5:00PM
Or by appointment

The easiest way to contact your instructor will be through the Inbox link in Canvas. You should receive a reply within 24 hours. Please resend your message should you not receive a reply within that timeframe. If you choose to contact me through fordd@grayson.edu, please tell me your name and the class you are enrolled in the subject line of your email message.

Course Title: Elementary Statistics **Course Number:** MATH - 1342 **Section Number:** A01NT

Classroom: Online **Class Meeting Times:** NA

Course Description:
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Textbook and Required Material:
Elementary Statistics, Navidi and Monk, 2nd edition, McGraw-Hill Education Publishing, 2016.

ISBN-13: 978-1260018509 (This includes the textbook and the online access code.)
ISBN-13: 978-1260018141 (This includes the standalone online access code, complete with an e-version of the textbook.)

The ACCESS CODE is REQUIRED, whether as a standalone option or bundled with the textbook.

Prerequisite(s): Basic algebra skills are needed for this course. Students who have successfully completed Math 0420 should have the necessary algebra skills.

Corequisite(s): NONE

Credit Hours: 3 **Lecture Hours:** 3 **Lab Hours:** 1

Methods of Instruction: Lecture/examples of problems, homework Q&A, videos (when applicable), online materials.
Suggested Course Materials:
You must have a scientific calculator for this course. You will **NOT** be allowed to use your cell phone, iPod, or any other device that can be used for any purpose other than as a calculator.

You will need access to **Microsoft Excel** to complete three (3) technology projects for this course. It is available on campus in the Math Hub, the library, or the computer lab CIS 106 on the main campus (you will need to check the hours for each location). **Excel on Mac Computers do NOT have all the features!!!**

If you need extra help, you may go to the Math Hub on either campus for help with homework, if you cannot find a time to meet with me.

Student Learning Outcomes: *(Upon completion of this course, students should be able to do the following.)*
1. Explain the use of data collection and statistics as tools to reach reasonable conclusions.
2. Recognize, examine and interpret the basic principles of describing and presenting data.
3. Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
4. Explain the role of probability in statistics.
5. Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.
6. Describe and compute confidence intervals.
7. Solve linear regression and correlation problems.
8. Perform hypothesis testing using statistical methods.

Method of Evaluation: *(Grade will be determined by averaging the individual components using the scale shown below.)*

ALEKS Component	5%
Quizzes (in Connect Math)	10%
Online Homework (in Connect Math)	10%
Technology Project	5%
Exams (Taken in testing center)	70%

Grading Scale: **A =** 89.5 – 100 **B =** 79.5 – 89.4 **C =** 69.5 – 79.4 **D =** 59.5 – 69.4 **F =** 0 – 59.4

Grading Rubric for Math Problems:
The following table illustrates the way in which points will be deducted for errors made on assignments and exams.

Percentage of total point value to be deducted	Description of error(s)
0% - 30%	Minor Error • Correct mathematical notation was not used. • The sequence of steps was not written in a logical and organized manner. • Variables were not identified. • Units were not designated. • The method of solution is correct, but there is a sign, arithmetic, copying, or similar minor error in the work. • Correct grammar was not used when a verbal response was required.
30% - 70%	Significant Error • The method could have worked; a correct start was made, but a substantial error or errors led to the wrong conclusion. • Poor notation, organization, or handwriting made it difficult to follow and understand for the reader. • A correct method was started, but not completed.
70% - 100%	Major Error • Instructions were not followed. • Method of solution was incorrect. • Problem was left blank.

ALEKS Diagnostic

All students taking MATH 1342 are required to complete the ALEKS online math diagnostic test. The ALEKS component will be made up of two ALEKS checks.

Students scoring below 70% on the ALEKS assessment will have three (3) weeks to reach 70% on the review material in ALEKS in the learning mode. Students must reach 70% either through the assessment or the learning mode before **Sunday, February 5th** at **11:59PM** for ALEKS Check #1. The grade for this assignment will be calculated as follows.

65%-69% = 95	60%-64% = 85	55%-59% = 75	50%-54% = 65	45%-49% = 55
40%-44% = 45	35%-39% = 35	30%-34% = 25	25%-29% = 15	below 25% = 0

Students scoring below 100% on the ALEKS assessment will have six (6) weeks to reach 100% on the review material in ALEKS in the learning mode. Students must reach 100% either through the assessment or the learning mode before **Sunday, February 26th** at **11:59PM** for ALEKS Check #2. The grade for this assignment will be your final percentage score. For example, a score of 88% at end of 2/26 will earn an 88% for ALEKS Check #2.

Homework Policy:

After you have read the material for each assigned section, you should click on the "Home" button on the Connect Math page. Select the section video for the section you just read to watch the lecture video over the material. These videos are prerequisites to the homework. Once you have watched the lecture video and read the section, select the section homework from the assignment list for your course. You will need to complete **twenty (20)** homework assignments with a grade of 80% or better to earn the maximum homework grade.

The grades from Connect Math will be manually transferred over to Canvas. (Therefore, do not panic if they do not instantly show up. I must do them manually.) Any homework assignment you receive a grade of 80% or better on, will be transferred into Canvas

as a 100. A grade below 80% will be transferred in as is. There are **twenty-five (25)** online homework assignments that can be counted toward your "Online Homework" grade. The maximum grade you will receive is a 100%. Five (5) grades will be dropped at the end of the semester.

Students may receive **BONUS** points toward their homework grade for constructive participation in the discussion boards for each Exam. You must contribute to the discussion, not just read what other students have written. The number of points that you earn for participation in discussions will depend on both the quality and quantity of your posts. A maximum of three (3) points will be given for each discussion board.

You should also complete some of the pencil and paper homework for each section. Pencil and paper homework is not turned in for a grade, but since major exams will be traditional pencil and paper exams, it is highly advisable that you do not neglect this learning method.

Math is a cumulative subject that requires frequent practice in order to develop your skills. If one topic is confusing, then the next topic is likely to be more confusing. The general rule of thumb is to spend two hours studying for every hour spent in class. This translates to six hours per week. Your proficiency with math and your success in this class will depend on active practice.

Project Description and Policy:

There will be a minimum of **three (3)** technology projects in this course using Microsoft Excel. These projects are designed to show students the role technology can play in research and calculation of large data sets for probability and statistics.

You must use Microsoft Excel. Instructions for using this are placed at the end of each section in the textbook. You will choose a section pertaining to your project and then follow the instructions in that section. You may also find instructions on using Ecel on YouTube. You can use the computers on campus if you do not have Excel on your computer at home.

Students may work individually or in groups of 2-4 students. When projects are submitted, each individual student must submit the Excel project.

Quiz Policy:

All online quizzes must be completed using Connect Math, and interactive online teaching and learning tool. Approximately **nine (9)** Connect Math quizzes will be given throughout the semester as chapter check-ups. There will be no make-ups for missed quizzes. Any missed assignments will receive a grade of zero. The lowest score will be dropped.

Exam Policy:

You will have four (4) pencil and paper exams during the semester and a comprehensive final exam, which will be recorded twice. All exams must be completed in a certified college testing center (or at a high school for dual credit students ONLY). The lowest exam grade will be replaced with the final exam grade if it is higher.

Show all work on your test paper; the engineers who designed your calculator have already received their statistics grade. In most cases, an answer without accompanying work is inappropriate and will receive no credit.

You will **NOT** be allowed to use graphing calculators on exams. You will also **NOT** be allowed to use your cell phone, iPod, or any other device that can be used for any purpose other than as a calculator on a test.

The GC Testing Center hours are given in the tables below. You **MUST** arrive at the Testing Center at least one hour before closing time or you may **not** be given the test. The Testing Center will close at closing time, no matter what time you arrived. Therefore, make sure you arrive allowing yourself plenty of time to complete the exam. **Bring a photo ID, writing utensil (preferably pencil), and a scientific (non-graphing) calculator with you to each test**. If you are unable to test in the GC Testing Center, due to geographic location, time constraints, or other verifiable reasons, please complete the Testing Location Form and Proctor Nomination Form on Canvas by **January 29, 2017.** A link to these forms is located in the Start Here module in Canvas.

Main Campus Testing Center
Room SC-115
6101 Grayson Drive
Denison, TX 75020
903.463.8724

	Days	**Time**
January 17 – May 12, 2017	Monday – Thursday	8 a.m. – 8 p.m.
	Friday	8 a.m. – 4 p.m.

Closed Spring Break March 13 – 17

All tests should be started <u>at least one hour before closing</u>.
Photo ID is required.
Please bring items required for your test – scantrons, bluebooks, calculators, pen/pencil, etc.
Cell phones must be turned off and may not be taken to testing desks/workstations.
Children are not allowed in testing rooms; please make arrangements for your children before arriving at the Testing Center.

Many standardized tests begin at a specified time, as shown on Admission Tickets.

South Campus Testing Center
Room SB-121
1455 W. Van Alstyne Parkway
Van Alstyne, TX 75495
903.415.2509

	Days	Time
January 17 – May 12, 2017	Monday – Thursday	8 a.m. – 4 p.m.
	Thursday evenings	5 p.m. – 8 p.m.
	Friday	8 a.m. – 2 p.m.
May 8, 9, & 10, 2017	Internet/Hybrid Course Finals	8 a.m. – 8 p.m.

Closed Spring Break March 13 – 17

All tests should be started <u>at least one hour before closing</u>.
Photo ID is required.
Please bring items required for your test – scantrons, bluebooks, calculators, pen/pencil, etc.
Cell phones must be turned off and may not be taken to testing desks/workstations.
Children are not allowed in testing rooms; please make arrangements for your children before arriving at the Testing Center.

Many standardized tests begin at a specified time, as shown on Admission Tickets.

Make-up Policy:

A student may request a make-up exam to be administered in the campus Testing Center in the case of an EXTREME EMERGENCY. The instructor decides what constitutes an EXTREME EMERGENCY. Make-up exams must be completed before the next class meeting.

If you are absent the day of an exam, the missing grade will be the "lowest" exam grade and will be replaced by the Final Exam grade.

Notice to the instructor must be given as soon as possible in order to take an exam early.

Attendance Policy:

Regular constructive class participation is expected of all students. Attendance is taken weekly in Internet courses. For this class, weekly attendance is considered when a student logs into Connect Math and completes Online Homework, Online Quizzes or takes an exam in the Testing Center. This attendance will be looked at from Monday at 12:00 am until Sunday at 11:59 pm. If a student does not log into Connect Math and work on Online work, then he or she will be counted absent for the week.

Class attendance will be reported to the Texas Higher Education Coordinating Board on **February 1st**; you must complete at least one graded assignment before this date to be considered attending for the purpose of financial aid eligibility.

In order to stay on track with the rigorous pace of this course, **PLEASE DO NOT PROCRASTINATE!!!** Make a plan for completing your assignments that is realistic in your life and stick to it.
Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

Resource Material:

Any student enrolled in this class has access to the Math Hub located in the Success Center, room SC-114, and can be reached at 903-463-8663. The lab is staffed with faculty and tutors; in addition, it offers free tutorial help, calculators, and a computer area to watch math videos or work on your online math homework. For more information on the Math Hub (including an orientation video, a video showing how to get to the Math Hub on the Denison campus and hours of operation) go to the following web site: tinyurl.com/tutoring-mathhub

Disabilities Services:

The College is committed to meeting the special needs of disabled students and coordinates with agencies such as Texas Department of Assistive and Rehabilitative Services and Texas Department of Human Resources to provide appropriate accommodations.

Students with documented disabilities should contact the Disabilities Services Coordinator in the Success Center preferably before classes start or as early in the semester as possible. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, taped textbooks, scribes, special/modified equipment, and other appropriate services.

Drop/Withdrawal Regulation:

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Please consult your instructor before you drop a course, and check the current Grayson Registration Guide for the last official day to drop/withdraw from a course.

Drop/Withdrawal Procedure:

To drop this course, you will need to do the following:

1. Attain a Drop/Add form from your instructor or the Admission's Office.
2. Turn in the completed Drop/Add from to the Admission's Office on or prior to the drop date.
3. Make sure your course withdrawal satisfies the college withdrawal policy.
4. You may receive an F if you do not finish this class and do not drop prior to the drop deadline.

Religious Holy Days:

Grayson College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President for Student Services. "Religious holy day" denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Evaluation of Instruction:

Grayson College seeks to improve the learning experience of all students. To assist in evaluating courses, students will be requested to complete an online evaluation-of-instruction near the end of the semester.

Student Code of Conduct

Students are expected and required to maintain classroom decorum that includes respect for other students and the instructor. Any student not following this rule will be warned in private and if there is no change in the behavior, the student will be asked to leave the class.

Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Any behavior that disrupts the learning environment will not be tolerated. Disruptive behavior includes but is not limited to talking while another student or the professor is speaking. Cell phones should be turned off during class, this includes texting. If you truly have an emergency situation, put the phone in silent or vibrate mode and leave the room to answer if you must.

GC Title IX Policy

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, nation origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator (903) 463-8714
- Dr. Dava Washburn, Title IX Coordinator (903) 463-8634
- Dr. Kim Williams, Title IX Deputy Coordinator – South Campus (903) 415-2506
- Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753
- Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- GC Policy Department: (903) 463-8777 – Main Campus (903) 415-2501 – South Campus
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

GC ALERT & EMERGENCY MANAGEMENT

Current students of Grayson College, Faculty, Staff, and the general public can register to receive voice and email messages via GC Alert, the college's emergency notification system. This web-based service sends high-priority messages during urgent situations. Manage your contact profile to the service through GC Alert. You can update your contact information for receiving alerts, and you can add, delete, or update your devices. For more information, please visit the website at http://grayson.edu/campus-life/campus-police/emergency-management.html

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IMPORTANT DATES

January 17	Classes begin
January 17 – 20	Schedule Changes
January 27	Testing Center Location Form (and Proctor Nomination Form) DUE
	Course Introductions DUS
	Syllabus Acknowledgment Assignment DUE
January 29	Chapter 1 Homework (in Connect Math) DUE
February 1	Census Date
February 5	ALEKS Check #1 DUE
February 12	Chapter 2 Online Homework DUE
	Quiz #1 & Quiz #2 DUE
February 16	Last day to take Exam 1 EXAM 1 DUE
February 26	ALEKS Check #2 DUE
	Excel Project #1 DUE
March 5	Chapter 3 & Chapter 5 Online Homework DUE
	Quiz #3 & Quiz #4 DUE
March 9	Last day to take Exam 2 EXAM 2 DUE
March 13 – 17	Spring Break (NO CLASSES)
March 24	Professional Development Day (NO CLASSES)
March 26	Excel Project #2 DUE
April 09	Chapter 6, Chapter 7, & Chapter 8 Online Homework DUE
	Quiz # 5, Quiz #6, & Quiz #7 DUE
April 13	Last day to take Exam 3 EXAM 3 DUE
April 18	Last day to drop a class
April 23	Excel Project #3 DUE
April 30	Chapter 9 & Chapter 4 Online Homework DUE
	Quiz #8 & Quiz #9 DUE
May 4	Last day to take Exam 4 EXAM 4 DUE
May 10th	Last day to take Final Exam FINAL EXAM DUE

Grayson County College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:
http://grayson.edu/current-students/index.html

Course Calendar for MATH – 1342.A01NT (Subject to Change)

Date	Topics; Readings; Assignments; Assessments	Assignments Due	Course Objectives
Week 1 01/17 – 01/22	**ALEKS Diagnostic** **Testing Center Location Form** **Course Introductions** **Syllabus Acknowledgment Assignment** Read Chapter 1 **Chapter 1 Homework (in connect math)** Work on ALEKS Pie	**01/22** **01/27** **01/27** **01/27** **01/29** **02/05**	 **SLO #1, 2, 5** **SLO #1, 2, 5**
Week 2 01/23 – 01/29	**Quiz#1: Chapter 1 Check-up (in connect math)** Read Chapter 2 **Section 2.1 Homework (in connect math)** **Section 2.2 Homework (in connect math)** **Section 2.3 Homework (in connect math)** **Section 2.4 Homework (in connect math)** **Quiz#2: Chapter 2 Check-up (in connect math)** Work on ALEKS Pie	**02/12** **02/12** **02/12** **02/12** **02/12** **02/12** **02/05**	**SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #1, 2, 5**
Week 3 01/30 – 02/05	Review for Exam 1 **Exam 1 (Taken in Certified Testing Center on pencil and paper)** **ALEKS Check #1**	 **02/16** **02/05**	 **SLO #1, 2, 5**
Week 4 02/06 – 02/12	Read Sections 3.1 and 3.2 **Section 3.1 Homework (in connect math)** **Section 3.2 Homework (in connect math)** Work on ALEKS Pie	 **03/05** **03/05** **02/26**	 **SLO #1, 2, 5** **SLO #1, 2, 5**
Week 5 02/13 – 02/19	Read Section 3.3 **Section 3.3 Homework (in connect math)** **Quiz #3: Chapter 3 Check-up** Read Section 5.1 **Section 5.1 Homework (in connect math)** Work on ALEKS Pie	 **03/05** **03/05** **03/05** **02/26**	 **SLO #1, 2, 5** **SLO #1, 2, 5** **SLO #3, 4**
Week 6 02/20 – 02/26	Read Section 5.2, 5.3, and 5.4 **Section 5.2 Homework (in connect math)** **Section 5.3 Homework (in connect math)** **Section 5.4 Homework (in connect math)** **Quiz #4: Chapter 5 Check-up** **ALEKS Check #2**	 **03/05** **03/05** **03/05** **03/05** **02/26**	 **SLO #3, 4** **SLO #3, 4** **SLO #3, 4** **SLO #3, 4**
Week 7 02/27 – 03/05	Review for Exam 2 **Exam 2 (Taken in Certified Testing Center on pencil and paper)**	 **03/09**	 **SLO #1, 2, 3, 4, 5**
Week 8 03/05 – 03/12	Read Sections 6.1 and 6.2 **Section 6.1 Homework (in connect math)** **Section 6.2 Homework (in connect math)** **Quiz #5: Chapter 6 Check-up** Read Section 7.1 **Section 7.1 Homework (in connect math)**	 **04/09** **04/09** **04/09** **04/09**	**SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5**
03/13 – 03/17	**SPRING BREAK**		
Week 9 03/20 – 03/26	Read Sections 7.2, 7.3, and 7.4 **Section 7.2 Homework (in connect math)** **Section 7.3 Homework (in connect math)** **Section 7.4 Homework (in connect math)** **Quiz #6: Chapter 7 Check-up**	 **04/09** **04/09** **04/09** **04/09**	 **SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5** **SLO #3, 4, 5**

Week 10 03/27 – 04/02	Read Chapter 8 (sections 8.1-8.3) **Section 8.1 Homework (in connect math)** **Section 8.2 Homework (in connect math)** **Section 8.3 Homework (in connect math)** **Quiz #7: Chapter 8 Check-up**	 **04/09** **04/09** **04/09** **04/09**	**SLO #2, 3, 5, 6** **SLO #2, 3, 5, 6** **SLO #2, 3, 5, 6** **SLO #2, 3, 5, 6** **SLO #2, 3, 5, 6**
Week 11 04/03 – 04/09	Review for Exam 3 **Exam 3 (Taken in Certified Testing Center on pencil and paper)**	 **04/13**	 **SLO #2, 3, 4, 5, 6**
Week 12 04/10 – 04/16	Read Chapter 9 (sections 9.1 - 9.3) **Section 9.1 Homework (in connect math)** **Section 9.2 Homework (in connect math)** **Section 9.3 Homework (in connect math)** **Quiz #8: Chapter 9 Check-up**	 **04/30** **04/30** **04/30** **04/30**	 **SLO #2, 3, 5, 8** **SLO #2, 3, 5, 8** **SLO #2, 3, 5, 8** **SLO #2, 3, 5, 8**
Week 13 04/17 – 04/23	Read Chapter 4 (sections 4.1 and 4.2) **Section 4.1 Homework (in connect math)** **Section 4.2 Homework (in connect math)** **Quiz #9: Chapter 4 Check-up**	 **04/30** **04/30** **04/30**	 **SLO #2, 7** **SLO #2, 7** **SLO #2, 7**
Week 14 04/24 – 04/30	Review for Exam 4		
Week 15 05/01 – 05/07	**Exam 4 (Taken in Certified Testing Center on pencil and paper)** Review for Comprehensive Final	**05/04**	**SLO #2, 3, 5, 7, 8**
Week 16 05/08 – 05/11	**Final Exam (Taken in Certified Testing Center on pencil and paper)**	**05/10**	**ALL SLOs**