

MATH 117 Introduction to Statistics - ONLINE
Framingham State College – Fall 2009
Dr. Sarah L. Mabrouk

This document provides general information about the course. Please carefully read this document as well as the information and documents posted on the course web site http://www.framingham.edu/faculty/smabrouk/online_stats.

How to reach me:

- **Office:** My office is room **304B** on the third floor in **Hemenway Hall**.

- **Office Hours:** My regular office hours are Mondays 9:30 AM – 10:20 AM and 3 PM – 4 PM, Wednesdays 9:30 AM – 10:20 AM and 3 PM – 4 PM, Thursdays 9:30 AM – 10:20 AM and 3 PM – 4 PM, Fridays 9:30 AM – 10:20 AM, and by appointment. For your convenience, I post my regular schedule on the *Course Schedule* page of my web site, <http://www.framingham.edu/faculty/smabrouk>. You are welcome to meet with me in my office during these hours or you may make arrangements to meet with me by phone or online as well. Those who have arranged an appointment *during* office hours will have priority, of course, during the appointment but others may join as well. During office hours, I can be available in the Blackboard Virtual Classroom or by IM (Instant Messenger); you *must* make prior arrangements with me so that I will know that you plan to meet me online as well as where/how. You may arrange an IM, email, Blackboard virtual chat, or phone appointment *outside of* office hours or you may email me or IM me as well; my AIM screen name is smabrouk. *Those who use office hours* and those who attend sessions in the Blackboard Virtual Classroom in addition to those who have demonstrated an interest in learning the course material may schedule group or individual **appointments** at times other than the regular office hours. Appointments may be *in person*, *by the phone*, or *online*; please let me know when you arrange an appointment if you are interested in an *in-person*, a *by-phone*, or an *online* appointment.

- **By Telephone:** **(508)626–4785** I have voice mail for messages; please leave a voice message *only* if your phone call is/was expected – for an online course, communication is via email. If you leave voice mail, please speak slowly and clearly as you leave your *name*, *phone number*, and *message*, and please let me know that you are a student in my *online statistics* class.

- **Email:** My email address is smabrouk@framingham.edu. During my office hours, I will check my email frequently and be signed on IM. Outside of office hours, I usually check my email at the beginning of and by the end of the day as well.

Expectations:

- **Technology:** You are expected to have regular access a computer, to email, to the Internet, AIM (AOL Instant Messenger), MS Office (MS Word, MS Excel), MS Internet Explorer 6.0 or higher (works best with [Blackboard](#) and with [MyMathLab](#)) and/or Firefox 2.0 or higher, a scanner, and a calculator (TI-83, TI-83+, TI-84, TI-84+, TI-85, or TI-86 is preferred). If you do not have an AIM screen name then you should create an AIM personality so that you will be able to communicate using AIM; you may prefer to use [AIM Pro](#). If you do not know how already, you are expected to learn, among other things, how to use your calculator, Blackboard, MS Word, MS Excel, and MS PowerPoint, to access email, to send email with attachments, to access information on the Internet, to download files from the Internet, to use IM to initiate and to reply to IM messages and chats, and to download/purchase and install any software that you need for the course. MS WordPad, MS Notepad and MS Works are *not* acceptable substitutes for MS Word. When a MS Word document (a file with an extension of doc for MS Word 2003 or earlier or docx for MS Word 2007) is requested for an assignment, a rich text format document (a file with an extension rtf) or a text document (a file with an extension txt) will *not* be accepted for credit; you will earn a grade of zero (0) on such an assignment. You are expected to own/have access to and to use the software specified above.

- **Course (summary):** You are expected to complete all assigned readings (text, PowerPoint slides, online), to view the MyMathLab video lectures, to do all practice exercises, to complete all graded assignments, to participate in online discussions, to read all contributions to online discussions made by both students and the instructor as well as to respond to these discussion offerings by posting additional questions or advancing the dialogue, to take all online quizzes, if any, and to take all examinations; all examinations will be administered on the Framingham State College *campus*. You are expected to do all *practice exercises*: examination problems, quiz problems, and graded homework assignments will be similar to the assigned practice exercises. You are expected to contribute to all *online discussions*. Online discussion contributions will be graded for, among other things, accuracy, content, appropriate use of terminology, and value/appropriateness; in all discussion contributions and responses. You are responsible for the materials presented and discussed in all online discussions. *Graded assignments*

must be submitted as directed, in the method directed, in the format directed, and by the date and time stated. Late assignments will not be accepted, and the grade for missing or late assignments will be recorded as zero (0). Assignments turned in using a method other than the manner specified in the assignment statement will earn a grade of zero (0). Assignments turned in using a format other than the specified format will earn a grade of zero (0); keep in mind that this includes but is not limited to turning in a fax copy of an assignment rather than an email, sending an email with an attachment rather than turning in the assignment file using the Blackboard assignment facility, and turning in an rtf or txt file rather than a doc file. *Online quizzes* will be available for a limited time period – the start-date/time and the end-date/time will be specified for each quiz. Online quizzes, if any, cannot be made up. If you miss an online quiz, your grade will be recorded as a zero (0). All *examinations* will be administered on the Framingham State College campus on the dates specified in this document and on the course web site. No make up examinations will be given. If you cannot be at Framingham State College on the date(s)/time(s) specified for examinations then you must, *in advance*, make arrangements with and get approval from the course instructor for an acceptable proctor who will agree to administer, monitor, and return the examination to the instructor for grading; at the student's expense. The approved proctor will administer the examination on the exam date specified in this document and on the course web site and send the completed examination to the instructor by USPS Express Mail or other overnight/one-day mail/package service on the same day. If you miss an examination then your grade will be recorded as a zero (0); if an approved proctor does not return an examination so that it is received within twenty-four (24) hours then your grade on the examination will be recorded as a zero (0). Friends, co-workers, and relatives will not be approved as proctors. Examples of locations with *potentially* acceptable proctors include distance learning centers and testing centers at colleges/universities and libraries that offer formal exam proctoring services: all proctors and locations must be approved by the instructor and the examination must be taken on the date specified in this document and on the course web site.

You are *expected and required* to be *respectful* of the members of the class – all students and the instructor. Flaming – posting messages, sending emails or IM's that are insulting, offensive, or hostile – will *not* be tolerated: you are expected to be respectful of all members of the class at all times. All disrespectful and/or offensive/hostile communication of any kind directed to another student or to the instructor will be reported to the Dean of the Division of Graduate and Continuing Education (DGCE). All associated information regarding and/or evidence of disrespectful and/or offensive/hostile communication including emails and/or online postings will be forwarded to the Dean of DGCE.

Course Objectives and Topics: This course is an introduction to the discipline of Statistics. The course topics will include organizing, exploring, and presenting data using tabular and graphical forms, sampling, probability distributions, sampling distributions, design of experiments, hypothesis testing and confidence intervals, and correlation and regression. Throughout the course, statistical thinking and its application to analyzing real world data, some of which you will find for yourself, will be emphasized. You will be expected to explain your analysis using ordinary, clear, non-technical language so that anyone can understand your investigation even if (s)he has no knowledge of Statistics. In addition, you will be expected to learn statistics terminology and to use this terminology correctly in your various analyses of data.

By the end of the course, you should have

- ★ experience in using technology to perform statistical analyses of data;
- ★ the confidence and the skills necessary to organize and to present data using tabular and graphical forms as well as to explore and to analyze data;
- ★ the ability to discuss your analyses with others;
- ★ the ability to use and to translate among verbal/written, numerical, tabular, graphical, and symbolic representations of statistical information, and for a variety of statistical ideas; and
- ★ an understanding and an appreciation for Statistics, and its application to analyzing real data and situations.

You should be able to argue for your explanations, analyses, and interpretations of data in the same way in which you might argue for your interpretation of history or a poem: the emphasis is on the careful analysis of data in context. Any "correct answer" is simply a by-product of a well-crafted argument and need not be a numerical value, a variable expression or an equation; an "answer" includes all representations of data, both tabular and graphical, analysis, calculations, if any, and explanation (expressed using grammatically correct *complete* sentences of more than one word) necessary for answering the actual question being examined. It is my hope that by the end of the course you

will understand and be able to discuss and to apply Statistics in a variety of situations as well as be able to communicate your analysis of data using clear, comprehensible language that anyone can understand.

♣ **Module 1: An Introduction to Statistics**

What is Statistics? What are statistics? How are statistics used in various disciplines?

♥ **Module 2: Design of Experiments, Sampling, and Data Collection**

How does one gather or collect data? What makes a data set representative of the target subjects? Can data be “bad”?

♦ **Module 3: Summarizing Data Graphically**

How can we present data in a manner so that it can be easily understood? What types of representations can be used or cannot be used with different types of data? Can a graphical representation for data be misleading?

♣ **Module 4: Summarizing Data Numerically**

How can we represent data numerically using as few numbers as possible to convey the information associated with the data? How can data be summarized numerically? When is it impossible to summarize data numerically?

♦ **Module 5: Probability**

What is probability? How does probability affect what we expect to have happen? What does it mean for a die or a game to be “fair”? How can probability be used to determine one’s expected winnings for a game of chance, a raffle, or the lottery?

♥ **Module 6: The Normal Distribution**

What is the Normal Distribution? How do we determine if a distribution is normal? What are the characteristics of the standard normal distribution? How is the standard normal distribution related to any normal distribution? How do we use the standard normal distribution to determine information about any normal distribution even if we do not have the data set available?

♣ **Module 7: Confidence Intervals and Hypothesis Testing**

What is a confidence interval? What information can be determined using a confidence interval? How does one formulate a hypothesis? How does one determine if a hypothesis is valid?

♣ **Module 8: Analyzing and Representing the Relationship Between Two Variables**

How do we determine if there is a relationship between two variables? What types of relationships can there be between two variables? How can we discuss a relationship between two variables? How can we represent the relationship between two variables? How do we determine the strength of the relationship between two variables?

Requirements and Grading Policy:

- Every member of the class is expected to read the assigned sections/chapters from the textbook, to view the video lectures on [MyMathLab](#), to read the instructor’s PowerPoint slides, to read the PowerPoint slides on [MyMathLab](#), and to complete any additional readings assigned *before* participating in any online discussions and *prior* to contributing to the postings on the Blackboard discussion board.
- “Participating” in a online discussion is not posting your opinion in response to a discussion question. “Participating” in an online discussion includes but is not limited to
 - ⊙ having completed the readings (text, PowerPoint, online), having viewed the video lectures, and having completed the practice exercises so that you can understand, analyze, and respond to the discussion questions;
 - ⊙ being able to perform and write about, using appropriate, meaningful terminology, the analyses for the discussion questions;
 - ⊙ posting full explanations and solutions for selected practice exercises;
 - ⊙ posting analysis of data including data tables and graphs;
 - ⊙ making an appropriate, clear, respectful posting for the discussion questions;
 - ⊙ reading the discussion postings of the students and the instructor; and
 - ⊙ when appropriate, contributing additional, meaningful, respectful responses to the discussion postings made by the other students in the course as well as by the instructor.
- You are expected to work on the text exercises after you perform the readings – all of the exercises that accompany each section of the text are *assigned* as practice exercises and some of these may become part of graded assignments. The **practice exercises** assigned for each section are important for your being able to apply

the material that you learn: you should use the examples in the associated section to guide you as you work on the practice exercises. You should make a habit of working the assigned practice exercises: working these exercises will help you to understand concepts and enable you to analyze, discuss, and interpret data as well as to be able to apply what you have learned in other disciplines and in the future. Accessing the practice exercises using [MyMathLab](#), will allow you to get hints and to view similar worked exercises. Some exercises may be collected and graded; exercises that will be turned in and count towards your course grade will be referred to as *graded exercises* or *graded homework exercises* and will be part of *graded assignments*. Problems on quizzes and examinations will be similar to the examples discussed online, discussion questions, the assigned practice exercises, the graded homework exercises, and any other graded assignments.

- It is *your* responsibility to make sure that your homework and assignments are received *on time*, in the *format* specified, and sent in the *manner* specified. If you cannot turn in an assignment yourself then arrange for someone else to deliver the assignment for you so that it is received *on time*, in the *format* specified, and sent in the *manner* specified: **late assignments will not be accepted**. All assignments must be received by the *stated* due date/time: the [Blackboard](#) server, the [MyMathLab](#) server, and the Framingham State College email server record the date/time at which a message/file is received. *Except* when the contrary is stated, you are welcome to turn in assignments early. Assignments turned in *after the deadline*, in the wrong *format*, and sent in any *manner* other than that specified will not be graded and will earn zero (0) points. No assignments may be turned in by disk, CD, or USB drive. All assignments must be turned in *as specified* on the course web site.
- Every member of the class is expected to participate in **online discussions and to contribute to the Blackboard discussion board**. You will post selected worked/explained exercises on the Blackboard Discussion Board. Each week, there will be several discussion questions/exercises posted on the Blackboard Discussion Board. For each discussion question, you are expected to post a response, and for each discussion exercise, you are expected to post a full solution with explanation: a response to a discussion question and/or solution for a discussion exercise will be referred to as a **discussion (board) posting** or **original posting**. For these discussion (board) postings, you will be expected to interact, posting questions and replies related to the exercises. For each discussion topic, you will be expected to post at least one question, suggestion/comment, and/or alternate solution related to another's original (discussion board) posting; this response to an original (discussion board) posting will be referred to as a **first response**. For each first response, the author of the original (discussion board) posting will post a reply that may consist of a question, suggestion/comment, and/or another alternate solution; this will be considered a **second response**. If one posts a question as a second response then the author of the first response *must* post a reply; questions on the discussion board must be answered. Through the sequence of discussion board postings (original posting, first responses, and second responses) as well as additional postings as desired/necessary, we will interact online, continuing and broadening our examination of statistics. No credit will be awarded for meaningless postings such as "yeah", "I agree", "that's good" or other frivolous, pointless responses. All postings must be made using grammatically correct complete sentences of more than one word that use correct statistics terminology. No credit will be awarded for responses that
 - ♣ do not use proper terminology,
 - ♣ do not use statistics terminology *correctly*,
 - ♦ are not complete grammatically correct sentences of more than one word,
 - ♥ are not clear,
 - ♠ are not concise and accurate, and/or
 - ♣ do not contribute to or advance the discussion.

All postings, all responses, and all questions posted on the discussion board as well as all email communication and all IM communication must be RESPECTFUL of the students in the class and the instructor: demonstrations of disrespect for other students or for the instructor will result in a zero (0) grade for that week's discussion contributions as well as your being required to post an apology and rewrite your posting/response/question; such postings will be reported/forwarded to the Dean of DGCE as well. All postings will be graded for clarity, communication (including grammar and spelling), use of terminology, accuracy, the value of the contribution, and respect for others. All postings/responses/questions will be graded on an all or nothing basis. So, thoughtful, respectful postings/responses/questions are more likely to earn credit since they are less likely to be partially incorrect, unclear, include incorrect use of terminology, poor grammar, and misspellings.

- ⊙ Every member of the class is expected to contribute to topic discussions and to the analysis of examples through online discussions using the Blackboard discussion board. Your participation in this online class includes contributions to online discussions and responses and second responses to the postings of other students, contributions to online problem solving, and questions that you direct to other students as part of

the online discussions. Please remember that questions are a very important part of online learning and a valuable contribution to our discussion of course material. ***There is no such thing as a stupid question.***

- Every member of the class will be expected to participate in working on the discussion exercises that will be posted online. While you may work on these individually, in pairs, or in groups, discussion exercises will require individual posting with each student posting the explanation and solution for a different/unique exercise. You are expected to share your analysis of these exercises with the class. Please remember that there are a variety of ways in which to approach and to analyze the exercises that will be posted. If you use a different approach than another class member and you would like to share your approach/analysis with the class then you are welcome and encouraged to do so; this can count as a response.
- Every member of the class is expected to be respectful his/her classmate's *time*. Making a post to the discussion board immediately prior to the submission deadline does not allow others to make the required first and/or second responses.
- You will be expected to approach online discussions as you would if you were attending a class: come prepared. Being prepared for online discussions and online meetings/sessions/appointments includes but not be limited to having your textbook, notes, and calculator on-hand. You are expected to do the assigned readings and practice exercises in preparation for online discussions.
- Please remember that by not doing the readings (text, PowerPoint, online) and/or completing assignments in a timely manner, you jeopardize your grade. You cannot expect to earn a good grade by skimming the readings (text, PowerPoint, online), not doing the assigned practice exercises, doing frantic searches for information for graded assignments and online quizzes, or by cramming for on-campus examinations. Your participation in online discussions and contributions to the Blackboard discussion board must be thoughtful and accurate: this requires knowledge of the course material.
- Attendance for all on-campus **examinations** is mandatory. **Neither make-up quizzes nor make-up examinations** will be given: the grade for a missed quiz/exam will be recorded as a zero (0). If you miss two (2) of the on-campus examinations then you are encouraged to drop the course. *Note:* The last day to drop an online class without a W-grade is Monday, September 21, 2009, and the last day to drop an online course with a W-grade is Monday, November 9, 2009.
- Your course **grade** will be determined by your contributions to online discussions, online quizzes, if any, graded homework assignments, other graded assignments, the *on-campus* examinations, and the *on-campus* cumulative final examination. These components of your course grade will be weighted as follows and these weights may be changed if necessary:

Course Participation/Online Discussions	15 %
Quizzes/Homework/Assignments	20 %
3 Examinations (15% each)	45 %
Final Examination	20 %

The weights for the graded components of the course may be adjusted, if necessary, to reflect any changes in the workload during the course.

- As stated above, there will be three (3) *on-campus* examinations and one (1) *on-campus* cumulative final examination. The three (3) *on-campus* exams and the *on-campus* final examination are mandatory. The dates for the three (3) course examinations and the cumulative final examination are as listed below; although the dates for the three (3) course examinations may be altered, if necessary, the date for the cumulative final exam, set by the College, cannot be changed. The time(s) at which the course examinations will be determined once the schedules of each class member has been received and examined; in general, the evening time for these examinations will be 6:30 PM – 7:30 PM.

Exam I	Monday, October 5, 2009
Exam II	Monday, November 2, 2009
Exam III	Monday, December 7, 2009
Final Examination	Monday, December 21, 2009, 6:30 PM – 9:30 PM

- In order to help you to do well on the various components of the course such as homework, quizzes, and examinations, I am available for extra help. In addition to regular office hours (listed at the beginning of this

document), I like to conduct online review/problem sessions before examinations. During these sessions, you are welcome to ask questions and we can work on exercises/problems together in the Blackboard Virtual Classroom; these exercises can be problems/questions examined in the weekly discussion forums, those available in the textbook, or those in the file of practice problems that I will provide for you before each of the three course examinations. As with office hours, your attendance of online review/problem sessions is optional: such sessions are offered in an effort to help you to improve your understanding of the course material and to facilitate your learning the course topics. The transcript of online review/problem sessions will be available on Blackboard after the session so that you may review the exercises and topics discussed/examined.

- For online quizzes, if any, and on-campus examinations, you may need a calculator; you must know how to use your calculator for the on-campus examinations. **You will NOT be permitted to share a calculator during on-campus examinations and you are expected to know how to use your calculator during the quizzes/examinations.** If you come to an exam without your calculator, you will have to take the examination without having access to a calculator – additional calculators will NOT be available for you to borrow during examinations. You will not be permitted to use a computer or the calculator on your cell phone or your PDA during examinations; cell phones, PDA's and computers must be turned off during the on-campus examinations. The on-campus examinations will be closed-book examinations: you will not be permitted to use your textbook, course notes, course PowerPoint slides or any other materials. You are expected to come prepared to take your on-campus examinations: being prepared to take an on-campus examination includes but is not limited to having at least one (1) pencil with an eraser, your calculator, and your (picture) license, Framingham State College (picture) ID or your passport with up to date picture. It is YOUR responsibility to come prepared for the on-campus exams: additional pencils, erasers, and calculators will not be available for use. *You will not be permitted to take an on-campus examination if you do not provide proof of your identity in the form of your FSC ID/license/passport with up to date picture that resembles you.* You may not use any scrap paper during examinations: all work must be done on the copy of the examination that you are given; you may use the back of each page of the examination if you need additional space in which to write your response for an exam problem (additional work must be appropriately labeled with the problem number on the back of the examination page and a note regarding the continuation of the work for the problem *and* the location of this continued work must be provided with the original problem for the work to be graded.).

NOTE: As stated on http://www.framingham.edu/dgce/geninfo_student.htm#placement, "In order to ensure that students enroll in courses that match their individual skill and preparation levels, the Massachusetts Board of Higher Education has mandated that all new undergraduate students take placement tests in reading, writing and mathematics." Please visit http://www.framingham.edu/dgce/geninfo_student.htm#placement if you would like more information about placement testing in mathematics. If you have any questions about placement testing, please call 508-626-4905 or e-mail placement@framingham.edu. Even if you are not an undergraduate, it is recommended that you take the placement exam in mathematics since you must have sufficient proficiency in mathematics in order to succeed in this course. This course will not include remedial study of functions, equations, graphing, calculation/arithmetic, or order of operations for use of a calculator or software: you are expected to have these skills.

Communication:

- Please sign all email correspondence using your full name and set up your email to display your full name as the sender; this is not possible with AOL email and is unnecessary with student.framingham.edu email accounts. Both of these will help me to be able to find your email messages when I am doing an email search. Since I receive a great deal of email daily, using a subject line that starts with "**MATH 117 ONLINE Statistics:**" followed by a meaningful – not blank – reason for the communication (quotation marks are *not* used in subject lines for email messages) will help me to find course emails immediately; this will enable me to filter course emails out of the multitude of daily FSC-mail, math and professional email, and spam. Since a lot of email not removed by spam filters contains distasteful messages (and images), I do not read suspect emails: having your full name (using your student.framingham.edu address or equivalent email address consisting of first initial and full last name is acceptable) displayed as the sender rather than a general email address such as spiderman123@aol.com or sweetiepie28@hotmail.com in addition to using a subject line starting with "MATH 117 ONLINE Statistics:", as mentioned above, will help me to identify your email as valuable and not spam as well as allow me to find your email messages quickly and enable me to reply rapidly. Please note that a subject line such as *MATH 117 ONLINE Statistics: Hi Prof – It's me* is *not* meaningful. Replies will NOT be sent to messages that do not display the sender's name, those that are not signed or to those which do not have the appropriate subject line; suspect

emails (general email addresses with no sender name displayed and those with questionable subject lines) will not be read.

- Please do not leave notes **under/on** my **office door**. Notes on doors can be removed by others or fall off and notes slipped under doors can be discarded by building maintainers as garbage. Your communication is important to me and I do not want it to be lost or discarded.
- When you call by **phone**, please identify yourself using your full name and state the course that you are taking at the *beginning* of the conversation or at the *beginning* of the **voice mail message**. For example, “Hello, my name is ..., and I am a student in your MATH 117 ONLINE Statistics course.” If you leave a **voice mail message**, please speak slowly and clearly so that your name, course information, contact information (including phone number), and message can be understood. It is your responsibility to help me to be able to return your phone call – it is difficult to return your call if I do not know who you are, what course you are taking, what your phone number is, and about what you wanted to speak with me.

Appointments:

- If you would like to arrange an **on-campus/in-person appointment**, a **phone appointment**, or an **online appointment**, please make arrangements for the appointment (especially for the type – on-campus/in-person, by phone, or online) *in advance*. Except with prior arrangements, *drop-in* on-campus visits are not possible; scheduling appointments, in advance, helps us to coordinate our schedules and to avoid time conflicts. For pre-scheduled on-campus appointments as well as phone appointments and IM appointments, please be on time, be prepared, and immediately identify yourself. Being prepared for your appointment (on-campus, by-phone, or online) includes but is not limited to having your course textbook, notebook and note paper, calculator, laptop, if appropriate, and writing instrument(s) with you and being ready to ask your question(s).
- For phone appointments, we must coordinate who will call whom and at what phone number; this will help us to avoid a round or more of telephone-tag.
- For online appointments, we must determine the venue that we will use for communication – Blackboard’s Virtual Chat or Virtual Classroom, IM, or email.
- Appointments can be set up by email, smabrouk@framingham.edu.

Required Textbook:

Fundamentals of Statistics, Second Edition, Michael Sullivan III, Pearson Education, Inc., © 2008, packaged with the MyMathLab Student Access Kit

- The ISBN for the text alone is ISBN-10: 0131569872 or ISBN-13: 9780131569874.
- The ISBN for the text packaged with the MyMathLab Student Access Kit is ISBN-10: 013235523X or ISBN-13: 9780132355230. The text with the MyMathLab Student Access Kit is available from the Framingham State College Bookstore. You may access the Framingham State College Bookstore online at <http://www.bkstr.com/CategoryDisplay/10001-9604-10572-1?demoKey=d>.
- You may purchase an access code online at <http://www.coursecompass.com/>, left-click the Register button and follow the directions to purchase your access code. Since the text is available online as a part of MyMathLab, you may prefer to use the text online rather than purchasing a paper-copy of the text. NOTE: We will use [MyMathLab](#) for online homework assignments and some online quizzes.

Assigned Exercises and Worked Examples:

- You are expected to do the assigned practice exercises. You cannot learn mathematics/statistics by skimming a page of information, searching for highlighted text or equation boxes, or by skimming worked examples as you would a novel. You can only learn and understand how to apply mathematics by participating in the problem solving process. For an online course, YOU must do the work, do the readings (text, PowerPoint, online), view the video lectures, and do the practice exercises.
- You must carefully read and take notes on the material presented in the text, making careful notes on the how-to’s, when-applicable’s, and the what-makes-sense’s for all topics in addition to when various techniques/methods can be applied. Then, you must apply these to the practice exercises.

- The **PowerPoint** slides available on the instructor's web site and on the [MyMathLab](#) provide additional information, additional discussion, additional examples, additional equations/formulas, and hints: you are *expected* to use these PowerPoint slides posted on the course site, <http://www.framingham.edu/faculty/smabrouk>, and on [MyMathLab](#), and you are responsible to learn all information provided.
- Do not "look" at worked examples but rather work *through* these examples, filling in any missing information and taking note of any questions that you may have. Worked examples can only be understood when you work on them *for yourself*. Think of worked examples as the information that you copy from the whiteboard/chalkboard after the instructor has completed the discussion of an example during class. If you were late, not paying attention, or not listening to the explanation then you missed all the valuable information that makes the work on the whiteboard/chalkboard fully comprehensible: since you have missed this valuable discussion, you must now fill in all the appropriate information for yourself.
- Use online examples and worked examples from the text to guide you as you work on practice exercises on your own. You should use these examples to guide you through how to work on the exercise. Take note of differences and similarities in these exercises since these will help you to be able to work on additional exercises. Parallel the textbook examples as you work on practice exercises; examine and compare these examples to the exercises on which you are working and with those on which you work with others. Use the hint and similar exercises facilities available on [MyMathLab](#) as you work on the practice exercises.

Study Groups:

- Consider forming study groups for working on practice exercises. Discussing the practice exercises with others as you work on them will help you to get a better understanding of how to apply the mathematics/statistics that you are learning and will help you to become more comfortable with the problem solving process.
- Discussing practice exercises with others will help you to be able to write explanations/discussions/comparisons of statistical concepts and techniques for graded assignments, online discussions, online quizzes, and on-campus examinations.
- Be careful not to work with anyone even members of your study group or others on assignments that you have been instructed to work ***on your own***. If you receive or give help for exams/quizzes or any assignment that you have been instructed to work *on your own* then you and anyone to/from whom help was given/received will earn a grade of F on the assignment. Giving/receiving help on exams/quizzes or assignments on which you are expected to work *on your own* is academic dishonesty.

Academic Dishonesty:

You are expected to carefully read the sections of the Framingham State College [Undergraduate Catalog](#) and the Framingham State College Division of Graduate and Continuing Education (DGCE) [Graduate Catalog](#) that describe academic dishonesty and the procedures that will be followed as well as the sanctions/punishments that can be imposed for incidents of academic dishonesty.

- Giving and/or receiving help on (online) quizzes, examinations, or any assignments on which you are expected to do your own work, changing your work on graded assignments, (online) quizzes, or examinations in an attempt to obtain additional credit/points, not being truthful in regard to turning in course assignments, taking an online quiz, take-home exam or problem set for someone else or giving/receiving help during an online quiz or for a take-home exam or problem set, having someone else do or help with the work/writing for an assignment or a paper, having someone take a (online) quiz or an exam for you, and using materials/resources beyond those that have been designated as allowed, if any, for graded assignments, (online) quizzes, examinations, or problem sets are all *examples* of academic dishonesty. Plagiarism, looking at another student's examination/quiz paper or online quiz, allowing another student to look at your examination/quiz paper or online quiz and not being truthful regarding why you did not take a (online) quiz, an examination or turn in an assignment are additional examples of academic dishonesty.
- All incidents of academic dishonesty will be reported to the Dean of the Division of Graduate and Continuing Education and the appropriate College procedures will be followed.
- Please read the sections on "Standards for oral and written performance", and "College policy regarding academic honesty" in the Framingham State College [Undergraduate Catalog](#) and the "College policy regarding academic

honesty” Framingham State College Division of Graduate and Continuing Education [Graduate Catalog](#) as well as “Ethical aspects of information research” at <http://www.framingham.edu/wlibrary/instruction/quiz6.html>.

Online Materials:

The majority of the course materials will be posted on <http://www.framingham.edu/faculty/smabrouk> (the course web site); a secondary, backup site will be <http://www.frc.mass.edu/smabrouk>. PowerPoint sides as well as additional handouts, practice problems for the on-campus examinations, and examples are posted on my course site. Some materials and assignments may be posted directly on the Blackboard site, <http://framingham.blackboard.com/>; **Blackboard is *not* the course web site.** You are expected to check the course web site and the Blackboard site as well as your email on a *daily* basis. [MyMathLab](#) has many resources available including PowerPoint sides, STATLETS, practice quizzes, practice tests, and data files for the text exercises as well as video lectures and hint and similar example facilities for practice exercises. You are responsible for the use of *all* of the available resources.

★ You are welcome to speak with me if you have any questions or concerns about the course requirements or expectations. Please remember that I am here to help you to learn and that I **want to help you.**