### STAT 1430 AU 2013: STATISTICS FOR THE BUSINESS SCIENCES

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Contact Details</th>
<th>Office Hours</th>
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<tbody>
<tr>
<td>Dr. Rumsey (Course Coordinator)</td>
<td><a href="mailto:rumsey-johnson.1@osu.edu">rumsey-johnson.1@osu.edu</a></td>
<td>9:00 M W lecturer / Cockins Hall 227: After class on MW and on Friday by appt made in advance</td>
</tr>
<tr>
<td>Lynn Lottman</td>
<td><a href="mailto:lottman.3@osu.edu">lottman.3@osu.edu</a></td>
<td>8:00 T Th lecturer</td>
</tr>
<tr>
<td>Agniva Som Night Lecturer</td>
<td><a href="mailto:som.6@osu.edu">som.6@osu.edu</a></td>
<td>Office Hours: 11:30-12:30 on Wednesdays and 11:15-12:15 on Thursdays in 332 Cockins Hall</td>
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<tr>
<td></td>
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<td>2-3 Cockins Hall Room 305E</td>
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**NOTE:** Lines of communication: We have 858 students in the class and we need to follow a certain line of communication in order to function efficiently and get you the help you need. All correspondence must be using your OSU name.# address otherwise we cannot respond. Thanks for your cooperation!

1. For any q’s regarding understanding statistics, questions regarding concepts, anything relating to your graded work – CONTACT YOUR TA FIRST. EACH TA WORKS 2 HOURS IN THE STAT HELP ROOM EACH WEEK, OR CAN MAKE AN APPT. PLEASE KNOW THEIR NAME AND EMAIL ADDRESS.

2. If you have trouble understanding a statistical topic/idea/concept, please go to the STAT HELP ROOM: Cockins Hall room 130. Your TA/Lecturer may refer you to the tutor room for this type of help. The Stat Help Room is open 40 hours a week, and you can just walk in and get help. The Stat Help room is free, and is always staffed by 2 TAs.

3. If your situation is a special case, your TA will refer you to your lecturer.

4. If you have a personal issue that is confidential, requires special attention by the university, an unresolved issue, or would like a private discussion regarding your grade in the class, etc, contact your lecturer.

**Course Description:** Statistics 1430 is an introduction to the fundamental concepts of probability, statistics, and data analysis. Topics include surveys and experiments, numerical and graphical summaries, discrete and continuous random variables, simple linear regression, relations in categorical data, sampling distributions for means, and introduction to confidence intervals. The prerequisite is Math 1131. We assume you can do basic integration.

**Recommended Text:**
- The Practice of Business Statistics (THIRD EDITION), by Moore, McCabe, Duckworth, and Sclove
- Note that this same textbook is used in BM2320 also.
- The second edition is out of date and should not be used.
- Do not obtain any international versions of the book; they are not authorized by the publisher.

**Technology:**
- **Calculators:** A scientific calculator is required. You will be expected to bring one to all lectures and recitations. A graphing calculator is not required. No cell phone calculators or PDAs will be allowed on exams. (Cell phones must be turned off/vibrate and out of sight during exams.)
- **Computer Software: MS Excel 2010**
- **Data Files** from the textbook will be used in the class
  - These files are included on the CD that comes with your textbook, in Excel format.
  - OR you can access all textbook data sets through the Stat 1430 Carmen website for free.

**Stat 1430 Carmen Website:** [http://carmen.osu.edu](http://carmen.osu.edu) Please check the course website frequently as new announcements and information are added all the time. You are responsible for all the information on Carmen.
Here is some of the material that we will be posting on Carmen:

- Course announcements, schedule, and other course information
- Announcements may include changes/updates in the course.
- Lecture outlines for every lecture. Please print off in handout format and bring them to lecture and recitation.
- Step by step instructions for analyzing data in Excel 2007, with modifications as needed for 2010 (see “How-To” section on Carmen)
- Solutions for certain course materials.
- Exam review materials

Statistics Help Room: There is free help and study space available in Cockins Hall Room 130 most hours M-F. The busiest days are exam days. To avoid the rush, try to visit before exam day; even one or two days before the exam makes a big difference. For more information on the help room see http://www.mslc.ohio-state.edu.

Exam Information and Policies:

- **Number of exams.** There will be two midterm exams and one final exam (see course schedule and course website for details on where and when they are). The final exam will be comprehensive with MUCH more emphasis on those topics covered after the second midterm.

- **Exam Content:** Exam questions will be roughly 2/3 multiple choice, true/false, and 1/3 short answer/work it out problems with interpretation. Computer output will appear on exams and you will be expected to use the output to answer various questions. The main priority is to have a full set of lecture notes and study them very closely. Also be sure to work as many problems as you can from the resources available on Carmen (including all recitation activities and past exams.) MC/TF requires a higher level of understanding from short answer (work it out) problems. We will give you practice with both.

- **Number of questions.** There will likely be approximately 30-35 problems (including parts of problems) on each midterm and roughly 40 problems (including parts of problems) on the final exam. **NOTE:** Expect Midterm 2 and the Final Exam to be quite a bit more difficult than Midterm 1, because of the difficulty level of the material being covered in class.

- **Exam materials.** No review/cheat sheets or any other outside materials are allowed on exams. We provide a copy of the Stat 1430 formula sheet attached to each exam. The formula sheet is posted on the Carmen website. The same formula sheet will be used on every exam in this class. Statistical tables from the text will also be provided on exams as needed; they are also available on Carmen. Calculators (but no cell phones, PDAs or iPods) may be used on the midterms and final exam.

- You MUST BRING your Buck-ID, pencils (no pens please), and a scientific calculator to each exam. Graphing calculators are OK. No iPods, cell phones, PDAs, or any other electronic devices are allowed in sight. YOU WILL LOSE 5 POINTS ON THE EXAM IF YOU DO NOT HAVE YOUR BUCKID

- **Question policy during exams.** In fairness to all students, we will no longer be able to answer questions during the exams. If you believe there is an error on the exam, you may bring it to our attention, or write a note to us on the exam. We will make every effort to make sure the questions are clearly written. Be sure to study all of the statistical terms and notation so you can recognize them in an exam question.

- **Make up Exams:** If you have an emergency and are going to miss an exam please notify Dr. Rumsey as soon as possible so arrangements can be made. Please also have documentation (doctor’s note, etc.) as to why you missed the exam. Your documentation must be approved prior to your being allowed to take a make up exam.
• If you’re late to an exam, had the wrong day on your schedule, or missed the exam for any unexcused reason, you might not be allowed to make it up and will receive a zero. If you are allowed to take a make-up, you will receive a penalty of at least 10% of the total points possible on the exam. Any missed exams with no communication to us within 24 hours (except for extreme emergencies) will receive a 0.

• No early final exams unless you are a graduating senior. No exceptions.

Midterm regrade requests: If you would like us to reconsider how we graded a problem on your exam, you may submit a regrade request within one week of when the exams were returned to students in recitation. We have a formal process that must be followed in order for us to consider a regrade request:

1. Check the solutions to the exam and compare to your exam and how it was graded. We will not regrade problems that were graded in accordance with the solutions.
2. If you still have a question, use a separate sheet of paper and write down which problem(s) you want to be regraded and why. DO NOT WRITE ANYTHING ON YOUR EXAM.
3. **Your reason has to be very brief-no more than a few words. In fairness to all students, Dr Rumsey will regrade problems based on what was originally written on the exam, not what is written on your regrade request. Long, drawn out arguments will NOT be considered.**
4. Show your request to your TA. They will advise you regarding your request. They know how the problems were graded and what we were expecting.
5. If you still want to send in a regrade request, attach your request to your exam and turn it in to your TA within one week after exams were returned to students in recitation.
6. Once the deadline passes Dr Rumsey will take all regrade requests and make decisions all at once. Decisions are final. No requests will be considered once the deadline passes.
7. If you submit several questions for regrades Dr Rumsey reserves the right to regrade your entire exam. Do not request regrades for every point missed.
8. Regrade requests submitted after the deadline will not be considered. The deadline for regrades is always one week after the exams were returned in recitation.

Recitation Assignments

✓ Each day you will work through a series of problems with a partner. Partners change every 2-3 weeks. In the end however, each person turns in their own assignment.
✓ The work assigned during a recitation period must be completed and turned in by the end of that period.
✓ Questions on the assignment will cover material from the previous lecture.
✓ You are REQUIRED to bring your lecture notes to each recitation, and the notes must be FILLED IN!!!!
✓ All recitation assignments are graded.
✓ Each recitation assignment will be worth 10 possible points. 5 points are for attendance and participation (see expectations below). The other 5 points come from us randomly grading a set of 5 questions from the ones assigned to you that day.

Recitation expectations: BE PREPARED!

1. Make sure you have the lecture notes and go over them beforehand. We do not have time to explain material from scratch and will not be able to do so in recitation.
2. You automatically lose the 5 points participation points if:
   a. If you bring photos or copies of other people’s lecture notes – that is considered academic misconduct.
   b. If you bring in only partially filled in notes that were clearly written at the last minute.
3. Be on time and stay the entire time. If you have an unexcused reason for coming late or leaving early, you’ll lose half the recitation points for that day. – More than 5 min late, or leaving w/o excuse discussed with TA beforehand – No participation points.
4. Participate, work hard, and stay on task. If you are not contributing equally to your group or are creating a distraction you will lose half the points for the day. No texting, cell phone use, surfing, or email. Put
your phones away and out of sight. If you are doing any of these things, you will lose the 5 participation points for the day.

5. If you continue any of the above behaviors, we will start taking off all 10 points. Please follow the expectations!

Homework

✓ Approximately each week you will be given a Carmen Homework which is basically a quiz involving 10 T/F and M/C questions regarding the material. This is a way of helping you prepare for the T/F and M/C portion of the exam, which students find to be the most difficult. You will have a certain window of time to complete the Carmen Homework on-line and submit it. All HW is graded. You are expected to do all Carmen Homework ON YOUR OWN without help from anyone. You may use your course materials.

✓ If you try to submit something at the last minute, we cannot be responsible for Carmen problems that prohibit your HW from getting through. You’ll have many days to complete the weekly assignment.

Academic Misconduct:

✓ Academic misconduct will not be tolerated and will be dealt with procedurally in accordance with University Rule 3335-31-02. (This policy can be found at http://oaa.osu.edu/procedures/1.0.html.)

✓ Academic Misconduct, EVEN ON HOMEWORK can result in receiving an F in the class, one full grade lower in the class, and/or academic probation.

✓ We will automatically submit suspicious papers that were supposed to represent your own individual work. Make sure this doesn’t happen to you! To be perfectly clear, here are our academic integrity policies:

Make Up Assignment Policy - Restricted

✓ We do not have make-up recitations. We do drop a certain number of recitation and/or homework grades (see grade components section of the syllabus.)

✓ If you are ill, go on a trip, or miss a recitation or miss a homework deadline for any other reason except for university business or extended illness or extended emergency situations, the missed recitation or HW will receive a 0. (No make-up work in these cases.) Save your dropped scores for when you really need them.

✓ If you have an extended illness or emergency and this illness causes you to miss more than the allowed number of dropped recitations, obtain documentation and see Dr. Rumsey immediately. Notification and documentation at the time of illness or within a week of returning will be required. No later.

✓ If you will be absent on university approved business (e.g. athletes) or are observing a religious holiday, please make arrangements with your TA in advance to turn in the work you will be missing.

✓ Student athletes bring a letter to your TA and your lecturer the first week of class telling when you will be gone so arrangements can be made to keep you up to date and complete your work in a timely manner.

✓ We cannot add additional dropped assignments. Save the dropped recitations for when you really need them.

Keep track of your grades!!

✓ It is your responsibility to check the Carmen website for your recitation score each week as well as your exam scores.

✓ If something is wrong or your score is missing you must notify your TA within one week of that recitation or exam.

✓ We can’t address problems regarding missing grades at the end of the semester. NO EXCEPTIONS.

Grade Components: Your final course grade will be based on the following components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Recitation Assignments and Carmen HW: all worth the same number of points. We drop the 3 lowest scores (total). Each recitation is scored to be out of 10 points total.</td>
<td>10%</td>
</tr>
<tr>
<td>*Absences due to anything other than extended illness or university business receive a 0 – no exceptions. Save the drops for when you really need them.</td>
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<tr>
<td>Midterm 1</td>
<td>30%</td>
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<tr>
<td>Midterm 2</td>
<td>30%</td>
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<tr>
<td>Final Exam (Comprehensive; more weight on material after midterm 2)</td>
<td>30%</td>
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Grading Scale:

- We fully expect final course grades to be assigned based on the grading scale below.
- We do not curve the class. There has never been a need to.
- We do not drop/replace the lowest midterm score.
- We do not give extra credit.
- The grade cutoff points listed below are FIRM. Many people end up close to cutoffs, but moving cutoffs only creates more people being close to the new cutoffs, etc.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93% – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90% – 92%</td>
</tr>
<tr>
<td>B</td>
<td>87% – 89%</td>
</tr>
<tr>
<td>B-</td>
<td>83% – 86%</td>
</tr>
<tr>
<td>C</td>
<td>77% – 79%</td>
</tr>
<tr>
<td>C-</td>
<td>73% – 76%</td>
</tr>
<tr>
<td>D</td>
<td>67% – 69%</td>
</tr>
<tr>
<td>D-</td>
<td>60% – 66%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
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Email Correspondence:

- In order to protect your privacy, all course e-mail correspondence must be done through a valid OSU name.number account.
- All emails sent to Dr. Rumsey MUST include the name of your TA, or they will be returned.
- If you have not activated your OSU email account, you can activate your account at https://acctmgt.service.ohio-state.edu/cgi-bin/KRB1EntryAdd.

Cell phones, PDAs and iPods:

- Cell phones must be either turned off or put on vibrate during class, as cell phones ringing during class disrupt the learning process.
- No cell phone calculators, iPod, PDAs, or any other electronic devices are allowed during exams.

Addressing Issues of Differing Abilities:

- Any student who feels they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss your specific needs.
- Students with documented disabilities should also contact the Office of Disability Services (ODS) in 150 Pomerene Hall (phone: 292-3307) to coordinate reasonable accommodations for the course.
- ODS forms must be given to the course coordinator (Dr. Rumsey) as early in the semester as possible to be filled out and returned to you.
- Do not wait until the week of an exam, as the forms will not be able to go through the system that quickly.

Section Changes, Unpaid Fees: The instructor and TA will not under any circumstances sign paperwork regarding section changes. See Patty Shoults in the Statistics Office (404 Cockins Hall) for the policy on section changes. If your fees are unpaid, you should not be attending class. Anyone with unpaid fees at the time of the midterm will not be allowed to take the midterm exam. In fact, you will be dropped from the course. However, if there is a valid reason for your fees being unpaid (e.g., financial aid hasn’t gone through), submit this in writing (with documentation of the reason) to me as soon as possible so that we allow you to take the midterm exam and do not drop you from the course.