

**STA2023 – Statistical Methods
Course Syllabus
Spring 2021 * Real-time Virtual (RTV)**

Description

Prerequisite: Minimum grade of C in STA1001C, MAT1033C, MGF1106, MAC 1105 or satisfactory score on an approved assessment. This is an 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. Minimum grade of C required if STA2023 is used to satisfy Gordon Rule and general education requirements.

INSTRUCTOR INFORMATION

Name: Professor Roberta Carew
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Office Location: Downtown Campus, DPAC 340 C

The Downtown Campus is a partnership between Valencia College and UCF. Some courses you take here may be cross-listed, meaning that the course is open for enrollment to students of both institutions. As a result, policies, resources, and materials may differ from courses taught at other Valencia or UCF campuses. This is a cross-listed Downtown Campus course.

Office Hours:

Day	Time	Location
Monday	1:00 – 2:00pm 4:00 – 5:00pm	Via email, Canvas messages or the LINE app. Zoom meetings by appointment.
Tuesday	9:30 – 11:30am 4:00 – 5:00pm	Via email, Canvas messages or the LINE app. Zoom meetings by appointment.
Wednesday	1:00 – 2:00pm	Via email, Canvas messages or the LINE app. Zoom meetings by appointment.
Thursday	9:30 – 11:30am	Via email, Canvas messages or the LINE app. Zoom meetings by appointment.
Friday	9:00 – 11:00am	Via email, Canvas messages or the LINE app. Zoom meetings by appointment.

*You may contact me directly using the LINE app. My LINE ID is: professorcarew. To make an appointment for a virtual office visit, use this link:

<https://outlook.office365.com/owa/calendar/ProfessorCarewsVirtualOffice@valenciacollege.edu/bookings/>

Please Note: *Although I may at times check Canvas or my email on the weekend, I do not have office hours scheduled on Saturdays or Sundays. If you wait until the weekend to work on your assignments, you may not be able to reach me if you have questions at that time. I will normally respond to emails within 24-48 hours, but this does not include weekends.*

REQUIRED MATERIALS

Text: Intro to Statistics by Carew, DeVoe & Lang

Downtown Campus Bookstore only

<https://ucf-vc.bncollege.com/shop/ucf-valencia/home>

NOTE: A digital copy of this text is available within our Canvas course. You have the option to use the free digital copy, to print pages on your own at your discretion or to purchase the printed version sold through the bookstore for your convenience. You will be required to submit homework from this book as a graded assignment. This requires either (1) physically writing on the printed pages of the book and then uploading a scan of them or (2) having the means to write electronically on the digital pages before saving and submitting them. Keep this in mind as you make a decision about materials. Handwritten homework on looseleaf paper will not be accepted.

Technology: You must have consistent and reliable access to a computer, wifi and an electronic device with video capabilities (webcam, tablet or mobile device).

Calculator: A graphing calculator that does not perform symbolic manipulations is required. The TI-84+ is used for in-class demonstrations and is particularly recommended. If you are receiving financial aid it may be possible to utilize some of your funds to purchase your calculator. Check with the financial aid office. There are also a limited supply of calculators available for semester-loan please contact me for more information.

RESOURCES

- Your instructor – Please ask questions regularly!
- Your peers – Many students find it extremely helpful to form study groups with their classmates. This practice is highly recommended.
- BayCare Behavioral Health Student Assistance Program (SAP)

Students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to students and **available 24 hours a day** by calling (800) 878-5470. Free face-to-face counseling is also available. Please contact your counselor as a first resource if possible! We cannot help if we do not know what you need. Please communicate!

- Distance Tutoring and Technology Support

You can easily access Valencia's free distance tutoring and tech support from a computer, laptop, or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. You can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to a PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. You are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Hours of Operation:
Monday through Thursday: 7 am - 12 am (midnight)
Friday: 7 am - 5 pm
Saturday and Sunday: 9 am - 6 pm

CLASS POLICIES

Attendance

Class attendance is required just as it would be in a traditional face-to-face classroom experience. Your virtual/online attendance during the virtual class period [**Tuesday and Thursday from 11:30am – 12:45pm**] will be recorded. If you are not present, you will be marked absent which will impact your attendance grade. If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged absence, please communicate with me as soon as possible to create a plan for the best course of action. I cannot help if I am unaware of your needs.

If you do not attend the course within the first week of classes, you will be reported as a “no show” and the specific no-show policies of your home institution will be followed. This is a federal regulation and may impact your continued enrollment in the course or the awarding of financial aid.

- Valencia College requires that students be withdrawn from the class as a "no show." If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.
- UCF requires that students be marked as absent becoming ineligible for federal financial aid.

Attendance is important and active participation in class is of even greater value. Part of your attendance includes having your video on and being actively engaged in the class lectures, discussions, and activities. You can do this by taking notes, asking questions aloud or in the chat, responding with non-verbal feedback (hand raise, reactions, and other features in Zoom) and participating in class polls. Your participation will be observed, and continuous disengagement will impact your attendance grade.

Withdrawal

A student who withdraws from class before the withdrawal deadline of **March 26, 2021** will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

If you fail to withdraw yourself by the withdrawal deadline, you **will not be withdrawn** by your professor. You will receive the final grade as calculated using all assignments through the end of the course.

Academic Honesty

Honesty and integrity reward you in many ways, including avoidance of a grade of zero which is assigned to any student who cheats on any test or assignment.

All homework, exams and graded assignments are to be exclusively your own work, unless you receive instructions to collaborate. Using any human, written, electronic, or other resource in any manner not explicitly authorized by the instructor will result in a grade of zero on the test(s) or assignment(s) involved. The second violation of this policy will result in a grade of "F" in the course. Cheating is not tolerated.

Grading

Partial credit on exams and assignments is sometimes given, when appropriate, solely at the discretion of the instructor. Grades will not be disclosed over the telephone or via e-mail. You can review your grades and standing in the course by accessing the Canvas gradebook. You may meet with me virtually if you wish to discuss your grade.

Homework/Projects

Completion of homework and projects on a regular basis is crucial to your success. Homework will be completed via supplemental exercises at the end of each in-class lesson. Projects will be assigned to assess your mastery of key course learning outcomes. You will complete these assignments and upload them via Canvas for grading. You are encouraged to seek assistance from the instructor or utilize the virtual tutoring services if you are having difficulty with course material.

Quizzes

There will be short quizzes in this class. No make-up quizzes will be given. No quiz grades will be dropped.

Testing

You must complete each exam within the time allotted. Each exam score will be used in the computation of your overall grade. There are no “dropped” exam scores. Make up exams will be discussed on a case-by-case basis and may require documentation of extenuating circumstances. If you know in advance that you will miss an exam, it may be possible to arrange to take it early.

Failure to take the Comprehensive Final Exam or complete the final presentation will result in a grade of ZERO on the assignment. IF MISSED THEY CANNOT BE MADE UP. The date and time are posted at <http://valenciacollege.edu/calendar/FinalExam.cfm>. Your final grade will be calculated as is with the grade of zero for the final exam and the resulting grade will be awarded.

Special Accommodations

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) or Student Accessibility Services (SAS) and discuss specific needs with the professor, preferably during the first two weeks of class. These offices determine accommodations based on appropriate documentation of disabilities.

Policy Website Links: <http://valenciacollege.edu/osd/> <https://sas.sdes.ucf.edu/>

Course Grade Determination

<u>Category</u>	<u>Weight</u>
Attendance/Homework/TP Benchmarks	15%
Quizzes	15%
Projects	40%
Midterm Exam	15%
Final Exam	15%

The following scale will be used for graded assignments and the course grade:

90 - 100%	A
80 – 89.9%	B
70 – 79.9%	C
60 – 69.9%	D
Below 60%	F

RTV Zoom Syllabus Statement:

The Student Code of Conduct ([Valencia College Student Code of Conduct](#) or [UCF Student Code of Conduct](#)) applies to online and virtual behavior as well as in-person or classroom behavior. Please be professional and respectful when attending class on Zoom. The following are class policies that outline the expectations for our meetings with Zoom. Please read carefully, these policies are effective immediately and apply for the duration of the semester. All students are expected to adhere to these policies.

NOTE: The virtual classroom on Zoom includes video, audio, and chat text. All these elements are therefore subject to the Student Code of Conduct and any violations will be resolved according to those policies.

General Instructions:

- **Sign in to Zoom with your full first name and last name as listed on the class roster.** It is impossible to know who is in attendance if you use a nickname or other pseudonym when you log in. Using your full name also allows students to be quickly sorted into their groups when needed. **Users who do not provide their full names will be asked to rename themselves before being admitted into the Zoom classroom session.**
 - **Exception:** If you currently use a different name than what is listed on the official roster, please send me a private message in Canvas so this can be noted on the roster and you can use your current name on Zoom.
- **Stay focused.** Please stay engaged in class activities. Close apps on your device that are not relevant and turn off notifications to help avoid unnecessary distractions.

If you need technical help please visit www.valenciacollege.edu/tutoring.

Video

- **Please turn on your video.** Use the “video” option in Zoom to get the most out of our class session. Since this is a mathematics course, your verbal and non-verbal feedback is helpful in tailoring class instruction. Also, being able to see each other, just as in a face-to-face class, helps us to build community. Should you have concerns with keeping your video on during the virtual class session, please contact me so that together we can determine the best solution.

Exceptions (Please meet with me to discuss your individual circumstances.)

- If you have limited internet bandwidth or no webcam, it is ok to not use video.
- If you are unable to find an environment without a lot of visual distractions, it is also ok to turn off your video.
- **Keep it clean.** Do not share anything you would not put up on the projector in class. If you choose to use a virtual background or a profile picture, please be sure to choose an image that is appropriate for the classroom (i.e. nothing suggestive, offensive, or vulgar).
- **Be mindful of your surroundings and your attire.** Although you may be virtually attending class from the comfort of your own home, please remember that you are member of our virtual learning community present in our virtual classroom. Your surroundings, activities and attire during the virtual class session should be appropriate for a classroom environment. If

you have any questions about what constitutes appropriate or inappropriate, please feel free to connect with me for a discussion one on one.

- **Our class sessions will not be recorded.** In the event of an absence from class, please connect with your peers for notes and follow up with your instructor regarding questions over missed material. The assignments for the next class session are still due according to the same deadline.

Audio

- **Place your microphone on mute when you are not talking.** This helps eliminate background noise.
- **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
- **Be in a quiet place, when possible.** Turn off any music, videos, etc. in the background. If your circumstances allow, find a quiet, distraction-free spot to log in.

Chat

- **Encourage a welcoming and inclusive learning environment.** Just like in a face-to-face class, respectful behavior is expected. Do not use hate speech or tear down others. Consider Zoom a professional environment, and act like you are at a job interview, even when you are typing in the chat.
- **Stay on topic during class.** Before class begins you may use the chat window to socialize with your classmates or with the professor. Once class begins, please use the chat window only for questions and comments that are relevant to the topic of the class session. If it fills with comments that distract from or are unrelated to the lesson, it will be difficult to sort through the information quickly and address students' questions/concerns about the class.

NOTE: The instructor may mute the audio or video or remove from the Zoom session a student who demonstrates offensive behavior (as defined above) or intentionally hinders instruction.

Changes in the syllabus, schedule, and/or assignments for this class may be made at the discretion of your instructor.