Course Syllabus

**VALENCIA COLLEGE**

**STA 2023        STATISTICAL METHODS**

**Course Syllabus Fall 2023, H2 /CRN 10523**

**Course Type** **(Face-to-face)**

**Class: Tuesday, Thursday 7:00 am – 9:45 pm in 8- 119**

***Welcome to the course STA2023!***

*I promise I will do my best to make your learning experience both informative and engaging. Let’s work together towards your success.*

Please read through the following information in order to be aware of important course information.

**Instructor:**Liudmila Kashirskaya

**Phone**: The Math Department: 407-582-2438, 407-582-2417

**Office Location**: The Math Department office 7-142

**E-mail:  ­­­****lkashirskaya@valenciacollege.edu**

(Please include your name and course number in all emails).

***How can I reach my instructor?***

 I welcome you to contact me via email **at any time**!

I will answer messages within 24 hours during the school week.  Weekend and holiday response times may extend to within 48 hours.  **Please check your ATLAS email regularly.**  I will send information to students via email and via Announcements in Canvas.  You are responsible for all emails via your ATLAS account as well as all posted announcements on Canvas.  Please try to check frequently!

*Each week I will send a little reminder about what is happening.*

***What materials do I need for this course?***

**Computer and Internet Requirements:**

You must have reliable access to an internet enabled device. In addition, you will must have:

1. Access to ATLAS email and other websites as needed.
2. Access to Canvas course page: [https://online.valenciacollege.edu/](https://online.valenciacollege.edu/login/ldap)
* Use your ATLAS Username and Password
* Make sure you run the Canvas Browser Requirements Check.
* If you are new to Canvas, I recommend taking the Canvas 101 tutorial course.
* Make sure you set your Notifications to notify you of class Announcements!
1. Ability to make and send a digital image, a cell phone can be used to do this.
2. Ability to download and read PDF files and be able to upload PDF files through Canvas.

  **Required Course Materials**:

1. **A TI-83 or TI-84 graphing calculator is required for this course.**
* You can download free 90-day trial versions of the most popular TI software and handheld emulators if you didn't buy a calculator:

[**https://education.ti.com/en/downloads/trial-software**Links to an external site.](https://education.ti.com/en/downloads/trial-software)

There is also a free app for TI-83 Plus - ***Wabbitemu***, which can be downloaded to your phone for use.

1. **A MyStatLab access code** (Pearson product) is required to complete homework and quizzes.
2. **TEXT:** Stats, Modeling the World (6th Edition) with MyStatLab

  BY: Bock, Bullard, Velleman, and De Veaux   - **optional.**

***What will I learn in this course this semester?***

**COURSE DESCRIPTION:**   Prerequisite: Minimum grade of C in STA 1001 or MAT 1033C or MAC 1105 or satisfactory score on an approved assessment. 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. Gordon Rule course. Minimum grade of C is required if STA 2023 is used to satisfy Gordon Rule and general education requirements.

**This syllabus is an agreement between you and I, and it outlines the policies and procedures of the course. It is important that you carefully read this syllabus/agreement in its entirety and adhere to all policies and procedures within the syllabus.  If there is anything that you do not understand, please do not hesitate to reach out to me for clarification.  If I make any changes to the syllabus, I will notify you through Atlas email and Canvas.**

***What will I be doing throughout the semester?***

This course is set up in weekly modules.  Each week on Monday will list the section or sections to be studied.  There are videos to explain the material, problems to practice, and quizzes each week.  I recommend  you on Monday read through the text and watch the videos.  Be sure to take notes once writing things down can help you remember it better.  On Tuesday review your notes and try to complete the homework. On Wednesday reach through the text and watch the next set of videos.  On Thursday review the notes and try to complete the homework.  Finish the practice problems on Friday and prepare for the quiz that is due by Sunday night.  Spreading out you’re studying a bit each day will give you time to really think about what you are learning and reduce your stress of trying to cram it all in to one or two days a week.

***Is there a sample schedule to help guide me through the semester?***

A sample Course schedule is posted in Canvas in the Orientation module.

***How will my learning be assessed and my grade be determined?***

| **Assignments are weighted by group:** |
| --- |
| **Group** | **Weight** |
| Group work + Group Discussions | 15% |
| MyStatlab Homework | 15% |
|  Quizzes | 15% |
| Unit Exams  | 36% |
| Final Exam |  19% |
| **Total** | **100%** |

|  |
| --- |
| ***Grading Scale:*** |
| **Conditions** | **Grade** |
| Overall grade of 90% or better | A |
| Overall grade of 80-89%       | B |
| Overall grade of 70-79%       | C |
| Overall grade of 60-69% | D |
| Overall grade less than 60% | F |

**You may view your grades on Canvas throughout the semester. The way Canvas calculates your letter grade is often wrong unless you have tried all the assignments every week. Do not use the Canvas letter grade to make academic decisions.**

**EXAMS**

* Every Exam score will be used in the computation of your grade.  **There are no “dropped” scores.**
* There are three exams in all including a cumulative final
* A portion of the exams can be given through Canvas, and a portion of the exams will be given on paper.
* If you are absent on the day of Final Exam, you will be assigned a zero for your final exam.
* The Final Exam will be  on Thursday, December 7**.**
* **The due dates will not be extended, so please plan accordingly.**

**Final Exam** The policy states, “To receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time".

There is a comprehensive final exam in this course.  Be prepared to use a graphing calculator when necessary.

 If you do not take the final examination you will receive the grade you have earned in accordance with the requirements of each faculty member as outlined in the course syllabus.”

**HOMEWORK and QUIZZES:** The homework & quiz problems are assigned on MyStatLab and have their due dates. **MyLab registration** and logon instructions are given to you as a separate handout on the first day of class (Modules-Orientation). Completion of homework on a regular basis is crucial to your success in this course. Please make sure you do at least a few problems in each section without any help to ensure you really understand. Students are encouraged to work as a group in doing their homework assignments. However, each student should write-up their work individually.

All homework is available till Final Exam week for reduced credit after due day,

**DISCUSSIONS:**

* There will be a number of group activities through the semester including written Online discussions and Class discussions. You will be assigned group members around the first exam and those may be rebalanced around the second exam.
* Please see the schedule for deadlines and what is due.
* A rubric and guidelines will be provided for both types of projects in the corresponding area of Canvas
* The first discussion will help you connect with the class and future groupmates.
* Discussions cannot be done after the due date.

  ***What are the attendance requirements for this class?***

**Policies and Procedures**

**Attendance Policy:**  Attendance will be taken at every class meeting.  If a student should need to miss class, he/she should contact the instructor as soon as possible.

Missing 2 weeks of assignments or not complying with the No Show Status Policy will subject the student to being withdrawn.

**What is the No-Show Policy?**The U.S. Department of Education requires online students to show attendance by submitting an assignment during the first week of classes. By the "Program Integrity and Documentation of Online Course Attendance" published by the US Department of Education (ED) and adopted by Valencia College, any student registered in a course must show attendance. The Department of Education has made it clear that simply logging into a course does not constitute attendance as an "academically-related activity." The way a student shows attendance in this course is by completing the following:

1. Discussion 1 - Welcome Introduction Discussion,
2. **Purchase** the online homework access code in Pearson,
3. Watch videos in Module 1 - Chapter 1.

 If you have not completed the assignment, you will be withdrawn from this course as a No-Show.

**Please check Week 1 Assignments.**

I hope that if you have difficulty completing multiple consecutive assignments, you will reach out to me as soon as possible to create a plan of action together.  I will not withdraw you from the course, as I feel that it is your responsibility to make those decisions for yourself.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **(October 28,** ***2023)***will receive a grade of “W.”  A student is not permitted to withdraw after the withdrawal deadline.   A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. Students will not be withdrawn after the deadline without consent from the student.  A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.”  Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”.

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.

**If I need to withdraw from this class, what are the steps?  OR What do I do if life and school are more than I can handle?**

 Please start by speaking with me first.  I might be able to help you and share some resources with you.  If you are considering withdrawing from the course, please reach out to advising to determine how this may impact your future registration, financial aid, student status, etc.  Being informed is the first step in making the right decision for you.

**Please note:**  Always seek advice and guidance from your instructor and/or counselor before withdrawing from the class.  Seeing your counselor influences any financial aid or Bright Futures that you may be receiving.

**What do I do if I miss an assignment?**

 Completing assignments on time and even working ahead can help you keep your stress levels down.  However, we all have experienced a time when unplanned events or circumstances can disrupt our plans.  When these things happen, please reach out to me as soon as possible to develop a plan of action together.

**Am I allowed to videotape in the classroom?**

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

M**akeup Policy:**There are no makeup tests under any circumstances, unless for jury duty or military service with documentation**.**In this case**one missed exam** can be replaced by the grade of the final exam.

**Discussions:** You cannot do posts late for credit due to the time sensitive nature.

**Participation Assignments:**You cannot do participation assignments late for credit due to the time sensitive nature.

**What are some important dates during this semester?**

Face-to-face class opens: October 13, 2023

Drop/Refund Deadline:  October 20, 2023

No Show Reporting Peri­­od: October 23– October 30, 2023

Withdrawal deadline: November 17, 2023

College Closed: September 04, November 10, November 22-26

Fall Term Ends:December 10, 2023

Final Exam: **Tuesday,**December 5, Time:  14:00 -16:30 PM, Room 8-119.

**How can I access Valencia and community services, such as financial aid, counseling/advising, and the answer center?**

Valencia has moved many services online for ease of students.  The college has also compiled a list of community resources that you may find of assistance.

The [Student Services departments (answer center, advising, counseling, etc.) Links to an external site.](https://drive.google.com/file/d/1ZafZ7jOMwKLrWHSischZiSyF_oA7W6oz/view) schedule contains in-person and virtual office hour information

 Financial Aid: Students can email financial aid or call 407-582-1507.

The [Advising & Counseling website.](https://valenciacollege.edu/students/advising-counseling/) provides:

* Student Counselors: Students who want to talk with a Valencia counselor for emotional support and resources should:
* Submit a [Counseling Support FormLinks to an external site.](http://bit.ly/CounselingSupport) and a counselor will reach out to you.
* Or email advisingand indicate you want to talk with a counselor
* Or call 407-582-1507
* For general enrollment questions, assistance is available through our [Answer Center.](https://valenciacollege.edu/students/answer-center/)— which is available on-campus and online. Our student services advisors can answer your questions about financial aid, assessment, transcripts, residency and more.
* Advisors are available to assist with steps to enrollment, follow up on the admissions process, review and determine financial aid needs, and clarify initial educational goals. [Connect on Zoom Virtual Answer Center and Virtual Advising Center.Links to an external site.](https://valenciacollege.zoom.us/j/114067187)

**Academic Honesty:**

It is expected that the student will act with the utmost of dignity and respect for the classroom. This includes, but is not limited to, any form of cheating.  All tests and the Final Exam should be completed without any assistance, including online resources. If I question the legitimacy of your assessment, I will ask you to demonstrate your understanding. You will receive a **zero** if you cannot demonstrate competency in line with your submission. Any instance of cheating will be directly reported to the school administration.

***How much time should I devote to learning for this class?***

Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate at least another six hours a week on study time activities such as working on assigned homework and sample tests. This course may take more time than you expect.

***What are some strategies that I can implement to be successful in this course?***

**Tips for Success**:

* Set aside time for the class. For every credit hour, you should expect to spend approximately two to three hours studying.
* Take organized notes as you work through each section. Your notes should include the section and the title of the section.  Be sure to include definitions, formulas, strategies/steps for solving and any other relevant information.
* Make sure you write down and solve homework problems as if you’re turning them in for credit. That way you have something to reference when preparing for your exams.
* If there’s prerequisite material you have forgotten, don’t be afraid to look it up on You tube, Google, etc.
* Remember there are 2 parts to learning math-knowing what to do and knowing when to do it.
* Don’t get behind. If possible, work ahead!
* Work ahead in the beginning so you have more time later in the semester.
* Use the resources that are available to you.
* Communication is key in a class.  If you need assistance, be sure to contact your instructor immediately.
* Form a study group-it makes homework more fun.  You have peers and access to the Discussion Forum in this class.

**East Campus Mathematics Required Syllabus Content**

***What are the college policies that I should know?***

**Student Code of Conduct:** All students are expected to comply with Valencia College's policy on [student code of conduct.](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf).

**Academic Honesty:**All students are expected to comply with Valencia College's policy on [academic honesty.](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf).

**WIthdrawal Policy:** Visit the link for Information on the [withdrawal policy.](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf)

**What are learning resources that I could take advantage of at the college when I need extra help?**

**Learning Assistance Resources:**

**In-Person Tutoring:**Valencia's East Campus Learning Support Center offers in-person math tutoring services at the Math Center located in 4-102.  Visit the [East Math Center website Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Flearning-support%2Feast%2Fmath%2Findex.php&data=04%7C01%7Cahammack%40valenciacollege.edu%7C731b21aadcd949f3a48508d9606ddeb4%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646847281316690%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rmZTa1FOQ8%2Bt90GTYF69UIUzuGig%2BIKSHOWKHGQFsyI%3D&reserved=0) to learn more and [East Learning Support Center website Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Flearning-support%2Feast%2F&data=04%7C01%7Cahammack%40valenciacollege.edu%7C731b21aadcd949f3a48508d9606ddeb4%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646847281326683%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=KYJgZ0rJk53jrtpNUwtZK8L%2BnJsadv95VyQDD68yzTk%3D&reserved=0) for additional services and for links to services on all of Valencia's campuses.

**Distance Tutoring & Technology Support at Valencia:**Students can easily access Valencia’s free distance tutoring from a computer, laptop or mobile device.  Distance tutoring services are fully online via Zoom and provided real-time via a Valencia tutor for mathematics, sciences, accounting & economics, computer programming, EAP, foreign languages, and writing.

To get started using the Distance Tutoring services, students can visit the [Distance Tutoring Home page Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fdistancetutoring&data=04%7C01%7Cahammack%40valenciacollege.edu%7C731b21aadcd949f3a48508d9606ddeb4%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646847281326683%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=tjlh%2Foc0H2IXIGTsCwSyXxIfXB4N9g9rJ9J%2BNx7%2BKxQ%3D&reserved=0).  Through this site, students can view the schedule of tutors, find available times, learn more about the services, access tech support and a collection of supplemental resources that are available 24/7. If you have questions regarding college-wide tutoring services, please contacttutoring@valenciacollege.edu.

**Brainfuse:**Brainfuse is a 24/7 online tutoring and learning hub available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s virtual tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting the [Distance Tutoring Home page Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fdistancetutoring&data=04%7C01%7Cahammack%40valenciacollege.edu%7C731b21aadcd949f3a48508d9606ddeb4%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646847281336681%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=nOmljoyBhEU2m6PxyM9oeSxQs2Jjhl8nlcwXJ0AsTNk%3D&reserved=0) and selecting the Brainfuse tab.

**Valencia’s Math Help 24/7:** Valencia Math professors have created [pen-casts and videos Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Facademics%2Fdepartments%2Fmath-east%2Fmath-help.php&data=04%7C01%7Cahammack%40valenciacollege.edu%7Cd08aa31e8f544de4e34008d95e72c19c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644669237998320%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TtWnpvg8JfP95iQwiDF4dvS5zKSz5gN7ioTcbqKiQa0%3D&reserved=0)of common lessons to help you learn the concepts presented in class. Click on your course to view your lessons. Some lessons have more than one professor’s perspective; watch more than one!

**If I need some accommodations in the class to support my learning, what should I do?**

**Students with Disabilities:**Valencia students who qualify for academic accommodations must provide the professor with a Notification to Instructor (NTI) from the Office for Students with Disabilities (OSD). Students are expected to discuss their specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities. East:  Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222. Here are the [campus locations and contact numbers](https://valenciacollege.edu/students/office-for-students-with-disabilities).

**If I am an international student, is there information that I should know?**

**Note to International Students** (F-1 OR J-1 VISA): Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services office](http://valenciacollege.edu/international/) for more information.

**As a future Valencia graduate, what are the core competencies that I will take with me?**

**Core Competencies of a Valencia Graduate:**Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

* THINK clearly, critically, and creatively;
* COMMUNICATE with others verbally and in written form;
* Make reasoned VALUE judgments and responsible commitments;
* ACT purposefully, reflectively, and responsibly.

Due to the nature of these global competencies, many of the problems will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively in order to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

**How can I share with my instructor my experience in this class?**

**Student Feedback on Instruction:** Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results – all responses will be anonymous.

**If I am in need of counseling services outside of the class, where can I get help?**

**Student Assistance Program:** Valencia College has contracted with a private and confidential counseling service [Bay Care Behavioral Health Student Assistance Program (SAP)](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

**Is there support for me if I am struggling with food, housing, or financial insecurities?**

**Support for Students with Food/Housing/Financial Needs:**Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to complete a form at [Counselor in the Advising CenterLinks to an external site.](http://bit.ly/CounselingSupport) or call 407-582-1507.

**What rights do I have for religious observances?**

**Student Accommodations for Religious Observances:**The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. Faculty are committed to providing educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. Please contact your professor within the first two weeks of the first class meeting and at least seven calendar days prior to the holy day(s) to allow time for fair and reasonable adjustments as determined by the professor to the schedule and/or tasks. Visit this link for Valencia College's policy on [student accommodations of religious observances](https://valenciacollege.edu/about/general-counsel/policy/documents/volume2/2-08-accommodation-of-religious-observances-by-students.pdf).

**What privacy rights do I have as a student?**

**FERPA** *(Family Educational Rights and Privacy Act)*: FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232G; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further [information on FERPA](https://valenciacollege.edu/about/ferpa/).

**What is Title IX, and why is this important?**

**Title IX:**Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701 or you may prefer [assistanceLinks to an external site.](http://www.valenciacollege.edu/eo) on campus, or email Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information. Visit this link if you have more [questions about Title IX](http://www.valenciacollege.edu/eo) or the College's response.

**Disclamer:** Changes in the syllabus, schedule, evaluation procedures, and/or homework assignments may be made at any time at the discretion of the professor. In case you are absent, it is **your** responsibility to find out what, if any, announcements or changes have been made.