

# STAT 1350: Elementary Statistics

Autumn 2020

*“Statistical thinking will one day be as necessary for efficient citizenship as the ability to read and write.”* --H.G. Wells

STAT 1350 is a 3-credit statistical literacy course designed to help you become thoughtful and critical consumers of statistics in everyday life. This particular section of STAT 1350 is 100% online. You will learn in this course about how data is produced, organized, and summarized. You will also learn about how samples of data can be used to make inferences about populations.

This course satisfies the learning goals of the *GE Data Analysis requirement*, which are to develop an understanding of the basic ideas of statistical reasoning, to comprehend methods needed to analyze and critically evaluate statistical arguments, and recognize the importance of statistical ideas. The course seeks to encourage students to actively think about statistical issues arising in real problems and to understand the basic statistical techniques used to generate, summarize, and draw conclusions from data.

## Teaching Team

To learn more about the Instructor and Teaching Assistants, please visit the **Meet your Instructors** page, found by clicking on the **Course Logistics** button on the course homepage.

**Instructor:** Dr. Michelle Everson ([everson.50@osu.edu](mailto:everson.50@osu.edu))

### Instructor Office Hours:

All of Dr. Everson’s office hours during autumn semester will take place via Zoom. Dr. Everson will have her office hours on Wednesdays (10-11 a.m.), Fridays (1-2 p.m.), and by appointment, at: <https://osu.zoom.us/j/6655791089?pwd=SlhzRlVqcW80UDNJJaUIOVXZWK1M2Zz09>. If a passcode is needed, it is 411981. We can be very flexible as far as Zoom meetings are concerned this semester. If you want to arrange a time to talk through Zoom, please reach out via email so this can be arranged. The instructor will respond to email as quickly as possible, no later than 24 hours after the email has been sent.

### Teaching Assistants

Lauren Contard ([contard.1@osu.edu](mailto:contard.1@osu.edu))

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Elizabeth Zink ([zink.110@osu.edu](mailto:zink.110@osu.edu))

**Based on the recitation section you signed up for, you will be assigned to a particular teaching assistant who will grade your weekly lab activities and attempt to help answer questions for you.** This teaching assistant is the first person you should talk to when you have questions or concerns. If that teaching assistant cannot help you, the instructor will intervene. Your assigned teaching assistant will reach out to you via Carmen email during the first week of classes, so please look for this message. Details about weekly teaching assistant office hours (which will begin August 31<sup>st</sup>) can be found in the **Course Logistics** section of the course site, on the **Instructor and Teaching Assistant Office Hours** page.

## Communication and Email Correspondence

Given the online nature of this course, communication is critical, and we always welcome your feedback. We will communicate with you often via email—mostly through the Carmen course site—in addition to posting important announcements within Carmen. We understand it is not always easy to ask for help when you need it, but please seek us out to share problems, concerns, or frustrations. We are always available for help, but we cannot help you, intervene, or clarify something if we do not know what is wrong or confusing. It is much easier to deal with and resolve a situation if you share it with your instructor and/or teaching assistant, earlier rather than later. **You are ultimately responsible for your own learning, but we are here to support you in any way that we can.** In order to protect your privacy, all course email correspondence *must* be done through a valid OSU name.number or Buckeyemail account, or through the course website (Carmen). It is your responsibility to make sure that any email messages you send to us are received, and you need to carefully read through all correspondence sent to you by your teaching assistant or by the instructor (and make sure this does not end up in your Junk folder!). If you send an email message and get no reply within 48 hours, please send that message again.

## Required Materials

**Textbook:** *Statistics: Concepts and Controversies* (10<sup>th</sup> edition) by David Moore and William Notz

Your course materials for STAT 1350 will be delivered via CarmenBooks. If you opted in, you will go into our Carmen course site, click on the **Course Logistics** link on the homepage, and then click on the link for the **Course Textbook** to find instructions for how to log in to Sapling in order to access an eBook and other learning tools.

CarmenBooks is an Inclusive Access program that offers digital copies of selected textbooks for a fraction of the cost of a new, physical copy. If you register for a course using CarmenBooks, you will see this discounted textbook cost reflected as a course fee. When enrolling in courses in BuckeyeLink, you will see the text "Digital Textbook Fee" under the "Enrollment Information" section. For more information, please go to the following link: <https://affordablelearning.osu.edu/carmenbooks/students>

**Calculator:** A simple calculator (with a square root key) will be necessary for STAT 1350.

## Getting Started with the Online Course

The best way to get started with the course is to spend some time exploring the course website. Go to [carmen.osu.edu](http://carmen.osu.edu) to log on to Carmen (note we might sometimes refer to Carmen as Canvas, or as Carmen Canvas). You should then see a link for the STAT 1350 site. Look carefully at the way the course site is set up. On the homepage of the course site, there are links to the different weeks of the semester, and clicking on those links takes you to a detailed overview that contains all materials you need for any given week. **We suggest you start each new week by reading through the weekly overview, reading assigned textbook chapters, and watching lecture videos.** *Although several things will be available to you on the course site at the beginning of the semester, not all assignments have been created or posted. We will slowly add to the course site in the coming weeks, and our plan will be to stay at least two weeks ahead you in terms of adding content to the site.* We hope the course site will be relatively easy for you to navigate, but if you are ever in doubt about anything, please let us know!

## Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) accessibility](#)
- Streaming audio and video
- Synchronous course tools

The baseline technical skills necessary for this online course are as follows:

- Successful students will possess basic computer and web-browsing skills.
- Students will be familiar with navigating Carmen Canvas. The following website may help you if you encounter difficulties with Carmen Canvas: <https://resourcecenter.odde.osu.edu/canvas/>
- Students will need to be proficient with the MS Office Suite and understand how to convert files to PDF format if necessary.

Suggested equipment, technology, and software:

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested\*
- Microphone: built-in laptop or tablet mic or external microphone\*
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication
- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found at [go.osu.edu/office365help](http://go.osu.edu/office365help)
- We strongly encourage you to avoid using Safari as an internet browser because we have found that certain images in assignments and exams do not show up well in Safari. Details can be found at <https://resourcecenter.odde.osu.edu/carmencanvas/known-issue/4345>. If are able to use Chrome, Firefox, or Microsoft Edge, we hope you will do this.

\*A webcam and microphone are not required for successful completion of the course but would be necessary if you want to engage with us through Carmen Zoom (<https://osu.zoom.us/>). Note that if you plan to use Zoom, you will want to test this to make sure it works on your computer.

If you ever experience technical issues with our course website, please be sure to contact [8help@osu.edu](mailto:8help@osu.edu) for technical support, or call 614-688-4357.

## Grading

Final grades in the course will be determined based on the following scale, and based on the percentage of total points that you earn during the semester. **We do not curve the grades in STAT 1350.**

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	E
Min %	93%	90%	87%	83%	80%	77%	73%	70%	67%	60%	≤59%

Your final grade in this course will depend on the following.

Assignment	Points	Percentage of Grade
Lab Activities (14 Lab Activities for a total of 140 points; lowest score dropped)	130 points	38.2%
Homework Assignments (12 Homework Assignments for a total of 120 points; lowest score is dropped)	110 points	32.4%
Midterm Exam	50 points	14.7%
Final Exam	50 points	14.7%
<b>Total</b>	<b>340 points</b>	<b>100%</b>

**Disclaimer:** This syllabus should be taken as a fairly reliable guide for the course content. However, we reserve the right to change the methods of grading and/or assessment if necessary. Any changes will be communicated to you through official course announcements.

### More Details about Lab Activities and Homework Assignments

Again, you should start each new week by reading through the weekly overview, and you'll find that the overview contains lots of details about assignments and links to all activities, assignments, and resources you will need to work through for that week. We will also send you an email announcement at the start of each week with reminders about assignments and deadlines. **There are weekly deadlines that need to be met within the online course, but there is flexibility in terms of when you can do your work, and we will consistently monitor the course site and jump in whenever necessary to help you.** Our assignments are meant to challenge you, but we also want to be fair. To do the best job possible on assignments, it's extremely important that you read the textbook, watch the lecture videos, and reach out for help when you need it. We want everyone to succeed in this course!

Please keep in mind that we automatically drop your lowest lab activity grade and your lowest homework assignment grade. **If you have to miss a lab activity or if you miss a homework assignment deadline, we will automatically take your first missed lab activity and your first missed homework assignment to be your lowest grades (in that you will receive 0 for not completing the assignments), no matter what the reason for missing these assignments is. For this reason, please do not ask us to make up this work.** If you have to miss additional work after these first missed assignments, we will work with you to help you make up that additional missed work. We allow for these assignment grades to be dropped because we recognize that sometimes, unavoidable things happen that might affect your ability to complete your work and we do not want you to worry about having to make up work in these situations.

### Lab Activities

There are 14 lab activities that you will complete during the semester. These activities provide you with opportunities to apply and extend what you are learning in your reading and through lectures. If you were taking this course in person and needed to attend a "recitation" each week, these are the activities you'd complete during recitation. **In the online course, even though you signed up for a lecture and a recitation, you do not need to do anything special for recitation other than to complete lab activities, independently, by the given deadline.** We will do our best to provide many times during the week for

“live” recitation help for those who need it, but it won’t be mandatory for you to attend these live Zoom help sessions.

During the weeks in which you have lab activities, links to the activities will be posted within the weekly overview. You can also get to most lab activities by clicking on the **Assignments** link on the left side of the course page, or on the **Quizzes** link (for Lab #1 and Lab #14). Most lab activities will include several questions that will require short answers, and, for most lab activities, you should save your work as a Word or PDF file and then submit it through the appropriate link within the weekly module. Most lab activities are due on **Fridays by 11:55 p.m.**, with the exception of Lab Activity #1 (due the first Sunday of the semester) and Lab Activity #13 (due the Monday after Thanksgiving). We strongly encourage you to start the activities early and to post questions about the activities in the appropriate Carmen discussion forums if you need help (separate forums will be set up each week for questions related to the content for the week). Ideally, the lab activities will provide you with opportunities to interact with your peers and help your peers.

**With the exceptions of Lab #1 and Lab #14, each lab activity is graded based on effort and correctness. If you make the effort to complete the activity, regardless of your answers, you will get 50% (or 5 points) on the assignment. The remaining 50% (or 5 points) of the grade is based on a selection of problems that we will grade based on correctness.** It is therefore very important that you answer all questions on each activity and ask for help if you need it! The teaching assistants will grade your lab activities and you can generally expect feedback within 5 days. Prior to sharing individual feedback with you, we will post an answer key for the lab activity within a day of the deadline (no later than by noon on Saturday) in our **Course Logistics** section so you can get immediate feedback. **Lab #1 and Lab #14 are based entirely on correctness.**

Please keep in mind that we attempt to provide feedback on each of your lab activities. It is up to you to look carefully through that feedback and ask questions if you have concerns about problems you missed. Further, if you get full credit on a lab activity, this only means that you completed the activity and did well on the questions we selected to grade. You might have missed other, non-graded questions. For this reason, it’s extremely important to look through the lab answer keys since questions on homework assignments or exams might be based on non-graded lab activity questions.

#### **IMPORTANT clarification about Lab Activity #1:**

**Lab Activity #1** is a multiple-choice quiz about the syllabus. You can find the quiz by going to the Week 1 link on the course homepage and reading through the Week 1 Overview, or by clicking on the **Quizzes** link on the left side of the screen. You will have one attempt at taking the syllabus quiz, and you will get credit for each question you get right on this quiz. You can take as much time as you need to complete the syllabus quiz, provided that you submit your quiz no later than **Sunday, August 30<sup>th</sup>, at 11:55 p.m.** We strongly encourage you to carefully read through this syllabus (or have it handy) before taking the syllabus quiz, and to take time to explore the course website, just to ensure that you get the highest grade possible. If it helps, we do have the Syllabus Quiz questions saved in PDF format (for you to look at and answer before submitting your answers through the Carmen quizzes tool). You can find a PDF copy of the questions when you click on the link for Lab Activity #1, or by going to the Week 1 Overview.

#### **Homework Assignments**

Links to homework assignments can be found within the weekly modules, or by going to the **Quizzes** link on the left side of the Carmen course page. To make sure you stay on top of the material in the course, there are WEEKLY homework assignments (beginning Week 2 of the semester). Each homework assignment consists of 10 multiple-choice questions, and we set the assignments up this way to give you practice with

the types of questions that will appear on your exams. Each question is worth 1 point, and you will complete these assignments through Carmen by the appropriate deadline. **All homework assignments, with the exception of Homework #12, are due on Sundays by 11:55 p.m.** (note Homework #12 will be due on the Wednesday of the last week of classes, at 11:55 p.m.). Although the assignments are set up using the quiz tool in Carmen, they are not “quizzes” in the traditional sense. You can have as much time as you need to complete homework assignments before the deadline, and you can use your textbook and lecture notes, but once you officially submit your work to be graded, you cannot change any of your answers, and you get just one attempt to work on each homework assignment. Once the deadline has passed, the assignment will be automatically graded and you will receive feedback. Please refer to the document “**Completing Homework Assignments and Reviewing Feedback**” in the **Course Logistics** section of the course website for details on how you can see feedback on your homework assignments. If you do not attempt to complete a homework assignment at all, you will not have any access to assignment feedback or to the correct answers for each homework question, so it’s to your advantage to at least try to work through each assignment and not completely skip any assignment. Please note that links to PDF copies of each homework assignment can be found within the weekly overviews, within the **Course Logistics** section, or by clicking on the assignment link in the Quizzes area, just in case you’d like to print out the assignment and make note of your answers before officially submitting your work through the quiz tool.

**IMPORTANT:** If you accidentally submit an assignment before you were ready to submit it, please contact the instructor as quickly as possible so we can give you a second attempt to complete the assignment. Further, if you have difficulties submitting your homework answers using the quiz tool in Carmen, please email your answers directly to your instructor (Dr. Everson) before the homework deadline to ensure you get credit for the assignment. **We know from past experience that trying to submit homework answers through the Canvas app can sometimes be problematic, so, if you are able to, we encourage you to use a computer to complete your homework assignments.**

## Exams

This course has one online midterm exam and a non-comprehensive (or non-cumulative) online final exam. Each exam is worth 50 points. Both of these exams will consist of 25 multiple-choice questions, and you will have a certain window of time in which to access the exams through Carmen. These exams are NOT proctored, so there is no need to have a webcam to take your exams. Please make note of the dates of the exams (see below) so that you can plan to set time aside during these dates to complete the exams. The times below are for the Eastern U.S. time zone; please make appropriate adjustments if you are not currently in this time zone. If you cannot be available at these times for unavoidable reasons, you must speak with the course instructor at least two weeks prior to the time in which the exam becomes available in order to discuss this and to make arrangements to complete a make-up exam. **If you fail to take an exam during the time when it is available without any communication with us to explain, we will not allow you to make up the exam unless there is an emergency situation that you can document.**

**Midterm Exam:** The **Midterm Exam** will cover Chapters 1 through 6 and Chapters 10 through 13. It will become available to you at **12 a.m.** (very early in the morning) on **Tuesday, October 13<sup>th</sup>**, and you will need to submit the answers to your exam no later than **Wednesday, October 14<sup>th</sup>**, by **11:55 p.m.** This means you will have about 48 hours in which to access the midterm exam. Once you open your exam, please note you have to finish the exam in one sitting, and you will have 90 minutes to work on the exam once it is opened. Thus, **you should not start the exam until you know you will have some uninterrupted work time, and you want to make sure to start the exam well before the deadline so you can get your full 90 minutes if you think you might need that amount of time.** We take academic honesty very seriously in this course and it is expected that you work on the exam by yourself and that you do not discuss the exam with your peers until after grades and feedback have

been released to everyone. You can use any notes you want as you are working on the exam, along with your textbook, but you cannot consult with other people during the exam.

**Final Exam:** The **Final Exam** will cover Chapters 14, 15, 17, 18, 21, 22, and 23. It will be structured much like the Midterm Exam. It will become available to you at **12 a.m.** (very early in the morning) on **Tuesday, December 8<sup>th</sup>**, and you will have until **11:55 p.m.** on **Wednesday, December 9<sup>th</sup>** to submit the answers to your exam. Again, it is expected that you work independently on the Final Exam and that you complete the exam in one sitting, within 90 minutes of opening the exam.

More details will be shared on our Carmen course site about the midterm and final exams as we get closer to our exam dates. We will also post practice exams and other exam review materials on Carmen.

### **Extra Credit**

You each have the ability to earn up to 10 points of extra credit this semester by working on a Statistics Journal Assignment. You can read more about this assignment in a handout posted within the **Week 1 Overview** and in the **Course Logistics** section. It is also possible that the instructor might announce other extra credit opportunities here and there, and we hope you will take advantage of those chances to earn extra points. **Please do not ask to complete any additional extra credit assignments at the end of the semester to boost your grade because we do not allow for this in STAT 1350.**

### **Addressing Issues of Differing Abilities**

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please Dr. Everson know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

## Creating a Respectful and Safe Class Environment

We want STAT 1350 to be an environment where you can feel safe to express your thoughts and ideas. You can expect fair, consistent, and respectful treatment from the entire STAT 1350 teaching team. We expect all students to treat fellow students, teaching assistants, and the instructor with respect in your behavior, attitude and communications, be they in-person or through online communication. Please see the OSU Code of Student Conduct at <http://studentlife.osu.edu/csc/>. The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### Course Outline

The following is a general outline of the course, and it is subject to change at the discretion of your instructor. Any changes will be announced on Carmen and shared via email. Assignments are always due at 11:55 p.m. on either Fridays or Sundays, with the exception of Lab 13 and Homework 12.

Date	Week	Topic	Textbook Readings	Assignments due
8/25-8/30	1	Data/Samples	Chapters 1 & 2	Lab 1 (8/30)
8/31-9/6	2	More on Sampling/Surveys	Chapters 3 & 4	Lab 2 (9/4)/Homework 1 (9/6)
9/7-9/13	3	Experiments	Chapters 5 & 6	Lab 3 (9/11)/Homework 2 (9/13)
9/14-9/20	4	Graphs	Chapters 10& 11	Lab 4 (9/18)/Homework 3 (9/20)
9/21-9/27	5	Summary Statistics	Chapter 12	Lab 5 (9/25)/Homework 4 (9/27)
9/28-10/4	6	Normal Distributions	Chapter 13	Lab 6 (10/2)/Homework 5 (10/4)
10/5-10/11	7	Midterm Exam Review	Chapters 1-6 & 10-13	Lab 7 (10/9)
10/12-10/18	8	<b>Midterm Exam</b> /Probability	Review chapters from Weeks 1-7/Chapter 17	Homework 6 (10/18)
10/19-10/25	9	Sampling Distributions	Chapter 18	Lab 8 (10/23)/Homework 7 (10/25)
10/26-11/1	10	Confidence Intervals	Chapter 21	Lab 9 (10/30)/Homework 8 (11/1)
11/2-11/8	11	Confidence Intervals	Chapter 21	Lab 10 (11/6)/Homework 9 (11/8)
11/9-11/15	12	Hypothesis Testing	Chapter 22	Lab 11 (11/13)/Homework 10 (11/15)
11/16-11/22	13	Hypothesis Testing	Chapter 23	Lab 12 (11/20)/Homework 11 (11/22)
11/23-11/29	14	Correlation and Regression/ <b>Thanksgiving Break</b> (11/26-11/29)	Chapters 14 & 15	
11/30-12/6	15	More Correlation and Regression/Final Exam Review	Chapters 14 & 15/ Review chapters from Weeks 8-14	Lab 13 (11/30)/ Homework 12 (12/2)/Lab 14 (12/4)
12/7-12/13	16	<b>Final Exam</b>	Review chapters from Weeks 8-14	

## **Policies on Late and Missed Assignments**

You should allow sufficient time to complete all required assignments so that you can get help if you need it. Remember that **no matter what the reason**, the first lab activity and the first homework assignment you miss will be considered your dropped assignments, so please do not ask to make up these assignments. If you have to miss subsequent work beyond the lab and homework assignments that are dropped from your grade, and you have documented reasons for missing this work, we will consider allowing you to make up that work. **You will need to contact Dr. Everson as soon as possible (and no later than one week after missing the assignment) to discuss making up missed work.**

## **Disputes about Grades**

If you feel that an assignment has been graded incorrectly or unfairly, you must speak with your teaching assistant or Dr. Everson within one week of getting your grade on that assignment. We will not re-grade assignments at the end of the semester if you are not satisfied at that time with your final course grade.

## **Academic Misconduct**

The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. It is the responsibility of the Committee on Academic Misconduct (COAM) to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

We take academic misconduct very seriously in STAT 1350. If you are suspected of behaving dishonestly during an exam (e.g., working with other students during the exam, allowing another student to copy your exam answers or copying answers from another student, sharing exam answers with peers, enlisting someone else to take exams for you) or when completing any other required course assignment (such as by doing another student’s work, copying work that was completed by other individuals or other students, or letting another student copy your work), this is grounds for us to file a COAM report, and this may result in a failing grade in this course or an even more severe penalty. It’s not worth it to cheat! If you need to earn a particular grade and are struggling, talk to us. We can help.

## **Please Take Care of Yourself**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766. If you are thinking of harming yourself

or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

**Health and safety requirements:** All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

### **Tips for Success in STAT 1350**

- **If you are taking this course from a location outside of Ohio, please remember that all times listed in the syllabus are in Eastern Standard Time (EST). Not being aware of different time zones is no excuse for submitting late work!**
- Some of you might be nervous about the course, but we want you to know that we are here to help you. Please do not hesitate to contact the instructor or your teaching assistant whenever you feel you need extra help or support.
- Take advantage of opportunities to post questions in discussion forums and to answer questions posted by your peers. Teaching others can be a great way to help you learn important material. If you have questions about course material or assignments, we hope you'll consider posting the questions in our weekly discussion forums so that the answers we give can benefit everyone, and we also hope you'll look in those forums before emailing us with questions because it's always possible the question you have has already been asked and answered. We might even post emailed questions ourselves in the discussion forum (without reference to your name, of course) so that any answers we share can be of use to both you and your peers.
- This is NOT a math class, but some math will be used in the course, and we have a Mathematics Review Guide posted in the **Course Logistics** section of the course site if you are concerned about your math skills.
- Download the Canvas app (<https://resourcecenter.odee.osu.edu/carmencanvas/canvas-mobile-app-students>) so that you can stay on top of important announcements in the course and even read materials from the course site or work on assignments. When you log on to the course site from your computer for the first time, click on the **Account** icon on the far left, and then select **Notifications**. You can choose to be notified—via email and/or messages sent to your phone—about important announcements, discussion postings, grades on assignments, etc. We strongly recommend this!
- We believe strongly that grades are earned, not given. If you need to achieve a certain grade in this course, be careful to complete all assignments, plan appropriate time for studying, review feedback you receive on graded activities so you can talk to us about any problems you missed, and get help as needed in order to achieve your goal. We hope your grade in the course will be just as important to you on Day 1 as it is at the end of the semester, especially since you will have known the expectations of this course all semester and are in control of deciding what grade to earn.
- You are responsible for your learning. Distance courses afford flexibility in how you learn, where you learn, and when you learn, but it is critical that you manage your time wisely. You should expect to spend a minimum of 9 hours weekly in this course. **You should also expect to log on to Carmen at least two or three times per week to review weekly overviews, watch and listen to recorded**

**lectures, complete lab activities, complete homework assignments, and review feedback on your progress in the course.**

- We realize you might be tempted to work ahead, but keep in mind that our ultimate goal is for all students to get through the material at a similar pace. You are free to complete assignments earlier than the posted deadlines, but we will not be able to grade your work and give you feedback until after official assignment deadlines. We also will not be able to have all assignments ready to go at the very beginning of the semester. We will work hard to be at least a couple of weeks ahead of you at all times, however, in terms of our posted content!
- On a weekly basis, the instructor will post an announcement in order to remind you about important due dates and course activities. Announcements also serve as a way of introducing new opportunities to you, clarifying assignment instructions, and explaining commonly missed lab activity or homework questions. You are responsible for reading through these announcements. They will be posted in the **Announcements** section on our Carmen course site and we will alert you via email so you know that announcements have been posted. Be sure to check your Carmen email regularly since this will be our primary means of communicating with you.
- Your peers can be an excellent source of information. We encourage you to talk with your peers and to try to help each other. **Just keep in mind that you must submit your own individual work.** Circulating Google Docs with answers or sharing answers via other platforms (like GroupME) is not a good way to collaborate if it leads to situations where you are submitting work that is not your own, or if you are aiding other students in possible dishonest conduct. Also, you must work independently on the midterm and final exams.
- Avoid waiting until the last minute to start assignments. We want to help if you run into problems, but it can be challenging for us to help if you do not ask questions in a timely manner. If you choose to start a lab activity or a homework assignment shortly before the due date, you take the risk that we might not be available to help you.
- Try to find ways to organize the material you will see on the course website. This can be incredibly helpful when it comes time to studying for exams. Print out the slides that accompany each lecture video if you are able to (these slides are saved in different ways and posted within our weekly overviews so you can take notes as you are watching and listening to lectures), and purchase a binder where you can sort your printed notes and assignments by chapters or topics. Or, attempt to set up a folder for STAT 1350 on your computer where you store electronic copies of lecture materials and assignment handouts for easy access.
- Material will get more challenging as we go through the semester. We say this to warn you, not to scare you. You may need to spend more time studying material that is covered later in the semester versus material covered earlier in the semester. This also means you might find the Midterm Exam to be easier than the Final Exam.

We're all on the same team and we are in this together. Please don't forget that! We want everyone to be successful in this course, and we are here to support you and cheer you on. Here's to a great autumn semester! 😊